

# 2011 - 2012 Catalog & Student Handbook



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

[www.tcl.edu](http://www.tcl.edu)

**NOTE:** Yellow Highlighted text  
reflects a change made from the  
original TCL 2011-2012 catalog.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

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**The Technical College of the Lowcountry is a member of:**

American Association of Community Colleges (AACC)  
American Council on Education (ACE)  
Servicemembers Opportunity College (SOC)  
National League for Nursing (NLN)

**Accredited by:**

The Technical College of the Lowcountry is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SCAS-COC) to award Associate Degrees, Diplomas, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Technical College of the Lowcountry.

National League for Nursing Accrediting Commission (NLN-AC)  
3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 • 404 975-5000 or 866 747-9965

South Carolina Department of Labor Licensing and Regulation (SCLLR), Board of Nursing  
Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive  
P.O. Box 12367, Columbia, SC 29211-2367

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 • 312 704-5300

Association of Collegiate Business Schools and Programs (ACBSP)  
7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356

Surgical Technology Program  
Accreditation Review Committee on Education in Surgical Technology (ARC-ST)  
6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031 • 303 694-9262

Physical Therapist Assistant Program  
Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245

Early Childhood Associate Degree Program  
National Association for the Education of Young Children (NAEYC)  
1313 L Street NW, Suite 500, Washington, DC 20005-4101 • 202-232-8777 or 800-424-2460

Massage Therapy Program  
Commission on Massage Therapy Accreditation (COMTA)  
5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015  
202 895-1518

Paralegal program approved by:  
American Bar Association (ABA)  
321 North Clark Street, Chicago, Illinois 60654-7598 • 800 285-2221

Cosmetology program licensed by:  
South Carolina Department of Labor, Licensing & Regulation (SCLRR)  
SC State Board of Cosmetology  
PO Box 11329, Columbia, SC 29211  
803 896-0226

## **Mission Statement**

One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

Adopted by the TCL Commission, November 18, 2002

Approved by the Commission on Higher Education, January 9, 2003

Reaffirmed and Modified by the TCL Commission, October 8, 2009

Modifications Approved by the Commission on Higher Education, November 24, 2009

Reaffirmed by the TCL Commission, October 14, 2010

## **Our Vision:**

The Technical College of the Lowcountry will be the premier academic institution—visionary, vibrant and valued—engaged in leading the region to economic prosperity by providing innovative workforce solutions.

## **Affirmative Action/Equal Employment Opportunity**

The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision.

The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's or prospective student's race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services.

In addition to the above policy statement, the Technical College of the Lowcountry endorses the principle of Affirmative Action designed to remove any disparate effects of past discrimination because of race, color, sex, religion, age, disability, veteran's status, or national origin.

This policy applies to all personnel actions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and education, social or recreational programs of this College. The Human Resources Director will serve as the Affirmative Action/Equal Employment Opportunity Officer.

All officials and other employees of the Technical College of the Lowcountry, as well as various employment agencies, both public and private, labor organizations and any advertising agency with whom the College may deal, will be informed that the Technical College of the Lowcountry is an Equal Opportunity/Affirmative Action Employer and adheres to all state and federal laws applicable to employment decisions.

Through the policies and programs set forth in this plan, the Technical College of the Lowcountry undertakes to comply fully with all federal and state laws relating to equal educational opportunity, equal employment opportunity and affirmative action.

## **Statement of Non-Discrimination**

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

## **Americans with Disabilities Act**

In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities Act (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Director of Federal Programs, 843-525-8219 and Vice President of Administrative Services, 843-525-8251.

## **Catalog Rights**

This catalog is intended for information purposes only. Changes in policy; fees and other charges; course structure and content; graduation requirements; and other such matters may occur after the publication of this catalog. Students admitted to the college and those who maintain continuous enrollment in a selected program of study may expect to complete programs as stated in the college catalog at the time they enter for a period of six years, as long as the program is offered. A student who must reapply for admission enters the college under the catalog published at the time of readmission.

Efforts will be made to keep changes to a minimum, but the information contained in the catalog may not be regarded in the nature of binding obligations on the institution and is subject to change without notice. For the most up-to-date information about the College, please visit our website at <http://www.tcl.edu>.

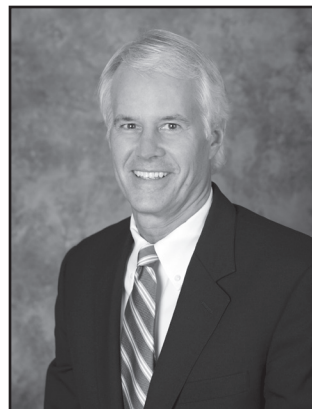
Completion of courses, certificates, diplomas, and/or associate degrees at the Technical College of the Lowcountry does not guarantee employment.



## TCL History

- 1711 The Town of Beaufort established.
- 1861 Union troops occupy Beaufort.
- 1862 Penn School founded to educate newly liberated slaves.
- 1868 The Mather School for daughters of former slaves established.
- 1881 Mrs. Mather deeds the property to the New England Baptist Missionary Association.
- 1901 First elementary class of three members graduates.
- 1932 Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught.
- 1954 The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll.
- 1955 Mather School accredited by the Southern Association of Colleges and Schools.
- 1956 Mather Junior College graduates first class.
- 1966 Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college.
- 1967 The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina.
- 1968 Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school.
- 1969 The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE).
- 1970 The School becomes known as the Beaufort Regional Training Center.
- 1972 The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center.
- 1974 State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
- 1978 The Center is accredited by the Southern Association for Colleges and Schools.
- 1979 The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun.
- 1981 Special Services, a program offering counseling to high risk, first- generation college students is begun. Part of the federal government TRIO programs.
- 1982 College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring.
- 1983 The College's Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
- 1984 SACS Reaffirmation.
- 1985 College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs.
- 1986 Legislation is introduced to establish an area commission, a local government board for the College.
- 1987 Dr. Anne S. McNutt appointed President.
- 1988 College changes name to " Technical College of the Lowcountry" to reflect its four-county service area. The Foundation is also renamed.
- 1990 Associate in Arts and Associate in Science degrees are offered.
- 1991 The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County's representative on the TCL Commission from 1987-1990.
- 1992 Converted from quarters to semesters.
- 2005 Groundbreaking for the New River Campus
- 2006 New River Campus opens doors for classes and dedicates campus
- 2008 Dr. Thomas C. Leitzel appointed President.

## Message from the President



Dear TCL Students:

Welcome to the TCL family. You joined an institution that is totally committed to excellence in everything we do. It is reflected in our Vision, Mission and Core Value declarations. While these statements are standard at every college or university, at TCL they are brought to life through a committed team of individuals who are very honored to be part of your extended family. The decision you made to join us is one you will treasure for a long time. Our intent is to guide you, encourage you and to stretch you to new levels of thinking as you participate in the instructional programs and graduate with a new credential that will help you reach new levels in your personal and professional aspirations.

Many outstanding individuals in our four county service area give of their valuable time to help shape our programs. Our alumni care about our future, and they show it through their continued involvement. What makes TCL uniquely special is the talented faculty and support staff who care about you and want to see you succeed.

Study hard. Embrace learning. Enjoy your fellow students and make new friends. Get involved in student activities. Most of all, consider your time investment here as a privilege, reflect proudly on the tradition in which we were founded, and allow it to make a discernable difference in the way you live.

Earning a college credential that reflects your acquisition of knowledge and skills is essential in today's challenging and competitive times. Be determined to succeed. We pledge to help you along the way and cheer loudly at Commencement when you walk across the stage and actually obtain your certificate, diploma, or degree.

Please know we are proud of you and your decision to join the TCL family. Let me know anytime what I can do to assist you.

With best wishes,

Thomas C. Leitzel, Ph.D.  
President  
tcl@tcl.edu

## Frequently Called Numbers

### Academic Divisions

Arts & Sciences Division.....	843-525-8281
Business Technologies Division.....	843-525-8241
Health Sciences Division .....	843-525-8267
Industrial Technologies Division .....	843-525-8241

### Frequently Called Numbers

Academic Support Center.....	843-525-8221
Admissions .....	843-525-8207
Blackboard 24/7 Customer Support .....	1-877-736-2586
Bookstore .....	843-525-8303
Business Office.....	843-525-8355
Career & Transfer Services .....	843-525-8224
Cashier.....	843-525-8355
Continuing Education & Workforce Development .....	843-525-8205
Cosmetology Appointments .....	843-525-8298
Disabled Student Services.....	843-525-8242 / 470-6019
Distance Education .....	843-470-8406
ECCO/Dual Enrollment .....	843-525-8356
Educational Talent Search .....	843-525-8331
Financial Aid .....	843-470-5961
Help Desk/Student Email/Web Advisor .....	843-525-8344
Information/Receptionist.....	843-525-8211
Institutional Advancement/Grants Office .....	843-525-8317
Learning Resources Ctr/Library.....	843-525-8304
Military Coordinator MCAS .....	843-228-7494
MCRD .....	843-228-2659
Personnel.....	843-525-8253
President's Office .....	843-525-8247
Public Relations .....	843-525-8232
Retention & Federal Programs.....	843-525-8242
Security - Beaufort Campus .....	843-525-8301
Security - Hampton Campus (main number) ...	803-943-4262
Security - New River Campus.....	843-470-6006
Security Pager .....	843-986-6971
If no answer:.....	843-812-4115
Student Activities & Career Services .....	843-525-8218
Student ID Cards/Parking Permits .....	843-525-8272
Student Records/Registrar .....	843-525-8209
Student Support Services.....	843-525-8328
Testing Center.....	843-525-8344
TCL Foundation.....	843-525-8294
TCL-Hampton H. Mungin Center .....	803-943-4262
TCL-New River Campus.....	843-470-6000
Upward Bound .....	843-525-8242
Veterans Services.....	843-525-8337
Vice President - Academic Affairs .....	843-525-8244
Vice President - Continuing Education and Institutional Advancement .....	843-525-8214
Vice President - Administrative Services.....	843-525-8249
Vice President - Student Affairs.....	843-525-8215

## TCL Campus Locations

### Beaufort Campus

921 Ribaut Road  
Beaufort, SC 29901  
843-525-8211  
or Student Information/Advisement  
843-525-8208  
First Floor, Coleman Hall, Building 2

### Hampton Campus

H. Mungin Center  
54 Tech Circle  
Varnville, SC 29944  
803-943-4262

### New River Campus

100 Community College Drive  
Bluffton, SC 29909  
843-470-6000

To see campus maps, visit [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

**1.800.768.8252**  
**[www.tcl.edu](http://www.tcl.edu)**

# Academic Calender 2011 - 2012

Summer Semester 2011	Summer
Registration	Apr. 6-May 17
Classes Begin	May 23
Schedule Change (Add/Drop)	May 23-26
Memorial Day-College Closed	May 30
Graduation Application Deadline	June 24
Independence Day - College Closed	July 4
Summer Break - No Classes	July 5-8
Classes End	Aug. 5
Final Exams	Aug. 8-9

Fall 2011	Fall - Full Semester	Fall I Mini-semester	Fall II Mini-semester	Fall - 12-Week
Registration	April 6 - August 5	April 6 - August 5	April 6 - October 4	April 6 - August 30
On the Spot Registration Kick-Off	April 12 & July 13	April 12 & July 13	April 12 & July 13	April 12 & July 13
New Student Orientation	July 29			
Registration Deadline	August 5	August 5	October 4	August 30
Classes Begin	August 18	August 18	October 13	September 8
Swap & Drop	August 18 - 25	August 18 - 22	October 13 - 17	September 8 - 12
Labor Day, College Closed	September 5	September 5		
Thanksgiving Break, No Classes	November 22 - 23	November 22 - 23	November 22 - 23	November 22 - 23
Thanksgiving Holiday, College Closed	November 24 - 25	November 24 - 25	November 24 - 25	November 24 - 25
Classes End	December 7	October 12	December 7	December 7
Final Exams	December 8 - 14	October 6 - 12	December 8 -14	December 8 - 14

Spring Semester 2012	Spring	Spring I	Spring II	Spring III
Registration	Nov. 13- Jan. 5, 2012	Nov. 13 - Jan. 5, 2012	Nov. 13- Mar. 2, 2012	Nov. 13 - Jan. 20, 2012
New Years Day - College Closed	Jan. 2			
Classes Begin	Jan. 9	Jan. 9	Mar. 12	Jan. 30
Schedule Change (Section Swap)	Jan. 9-13	Jan. 9-13	Mar. 12-14	Jan. 30-Feb. 1
Martin Luther King Day-College Closed	Jan. 16			
Spring Break - No Classes	Mar. 5-9			
Graduation Application Deadline	Mar. 1			
Classes End	April 30	Mar. 2	Apr. 27	Apr. 27
Final Exams	May 1-7	Feb. 27 - Mar. 2	May 1-7	May 1-7
Graduation	May 11			

Summer Semester 2012	Summer	Summer I - 10 Week	Summer II - 7 Week
Registration	Apr. 4 - May 10	Apr. 4-May 10	Apr. 4-June 1
Classes Begin	May 21	May 21	June 11
Schedule Change (Section Swap)	May 21-23	May 21-23	June 11-13
Memorial Day - College Closed	May 28		
Graduation Application Deadline	June 22		
Independence Day - College Closed	July 4		
Summer Break - No Classes	July 2-6		
Classes End	Aug. 3	Aug. 3	Aug. 3
Final Exams	Aug. 6-7	Aug. 6-7	Aug. 6-7



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## The College

### Service Area

The Technical College of the Lowcountry serves a four-county area in lower South Carolina, which includes 2,858 square miles bounded on the east by the Atlantic Ocean and on the south and southwest by the State of Georgia. Much of the region's terrain is composed of forest and wetlands including numerous Sea Islands (64 in Beaufort County alone) separated from the mainland by salt marshes and tidal inlets. The four-county service area includes Beaufort, Colleton, Hampton and Jasper.

### Facilities – See maps online at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

Technical College of the Lowcountry's main campus in Beaufort, situated on 49 acres of waterfront property, is comprised of seventeen major buildings hosting state-of-the-art technologies. A variety of courses are offered by distance learning providing learning opportunities for students unable to attend classes on TCL's main campus.

TCL's New River campus in Bluffton is a state-of-the-art educational facility that opened its doors in August 2006. The 31,000 square foot building features teaching spaces which are equipped with distance learning capability and are designed to be flexible in delivering instruction.

TCL's Hampton H. Mungin Center, named in honor of Halbert Mungin, is located in Varnville on 15 acres between Wade Hampton High School and the county airport. The center consists of a 16,000 square foot facility with state-of-the-art teaching facilities. The H. Mungin Center's distance learning facilities provide learning opportunities for students unable to attend classes on TCL's main campus.

The College also periodically offers classes at various sites in Colleton and Jasper Counties.

### Visitors at TCL

Visitors are always welcome at Technical College of the Lowcountry. When visiting TCL's main campus, guests are encouraged to check in with the Information Center receptionist in Coleman Hall (Building 2) to receive information and assistance before touring the campus. Visitors to other campuses should check in with the receptionist at the facility. Guided tours of the campus are available to anyone in the community. To arrange a tour, contact the College at 843-525-8307.

## Technical College of the Lowcountry – Main Campus (Beaufort) Directory

### Building 1 - Owen Hall

**ECCO - Early College  
Credit  
Opportunities/Dual  
Enrollment**  
843-525-8356

An applicant who is a junior or senior high school student may be considered for enrollment. **Early enrollment** requires a special agreement between three parties; the College, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending.

Applications and more information can be found at [www.tcl.edu/ecco](http://www.tcl.edu/ecco).

**Help Desk  
Testing Center**  
843-525-8344  
[helpdesk@tcl.edu](mailto:helpdesk@tcl.edu)

Students may contact the Help Desk concerning WebAdvisor and student email account issues. The Help Desk operates Monday through Thursday from 8:00 am - 8:00 pm and Friday 8:00 am - 4:30 pm.

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (COMPASS), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses.

## Building 2 – Coleman Hall

### Admissions Office 843-525-8207

The Admissions Office is responsible for all admissions functions of the College. This includes the Admission application, transcripts receipt, residency application, new student intake, and international student requirements.

### Enrollment Services Center

Located in the Lobby of Coleman Hall (building 2 on the Beaufort campus). The Counter is staffed from 8:00 to 5:30 Monday through Thursday and 8:00 to 4:30 on Friday to provide Admissions and Financial Aid information as well as general information on services available to students.

Students can find a wealth of information about the college, various programs of study, admission's application and requirements, financial aid information, and campus security, just to name a few of the items available.

Our general information phone number is 525-8211 or visit us at [www.tcl.edu](http://www.tcl.edu). Application for college admission may be completed online, 24/7 at the students convenience or students may come by any of our locations including Beaufort, New River campus in Bluffton, Hampton Campus: H. Mungin Center in Varnville, Marine Corps Air Station in Beaufort, or Marine Corps Depot on Parris Island.

### Financial Aid Office 843-470-5961

The Financial Aid Office is responsible for all financial assistance and scholarship functions of the College. It provides general information on the College's financial assistance programs, assists students in obtaining and completing all necessary financial assistance forms, and assists students in financial planning to meet college expenses. It administers all the procedures, forms and records maintenance for all students receiving assistance. See the Financial Assistance section of this catalog.

### Information Technology Office 843-525-8333

The IT department is responsible for administrative and academic computing through the operation and maintenance of the College's local and wide area computer networks.

### Campus Counselor Room 246 843-525-8288

TCL's Counseling Service is available to all current students free of charge. The Campus Counselor provides counseling to students experiencing temporary difficulties in handling family, social, and academic or other life crises. There may be services in the community to which the student can be referred as well. After assessment and brief counseling, if a student needs on-going, long-term services, appropriate referrals will be made.

### Career and Transfer Services 843-525-8224 [jobs@tcl.edu](mailto:jobs@tcl.edu)

TCL's Office of Career and Transfer Services provides students and alumni with opportunities to examine their personal and career development opportunities for today's job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, including but not limited to: employability skills, resume development, job-search strategies, interviewing skills and networking techniques. Through its partnership with the local Chambers of Commerce, the Career and Transfers office also provides information about job opportunities and resume posting for employers to review. Job postings are listed at [www.lowcountryjobs.org](http://www.lowcountryjobs.org) and are also placed on students' TCL e-mail account for review.

The office of Career and Transfer Services also provides assistance for students who have completed their program of study and are transitioning as a transfer student to a four-year college or university; plus advising for currently enrolled international students.

For more information, please visit [www.tcl.edu](http://www.tcl.edu) or call (843) 525-8224.

### PILAU 843-525-8211

The PILAU program (Promoting Integrity, Leadership, Academics, and cultural Understanding) is a program designed to help improve the educational outcomes of African-American male students enrolled at the Technical College of the Lowcountry. The services offered through PILAU will assist in the development of leadership skills, enhancement of self esteem and pride, provide academic support through tutorial assistance, and cultivate the understanding of the local Gullah heritage.

**Research Office**  
843-525-8359

The Research Office is responsible for data collection and analysis to support planning for the College's future growth and development and meeting the extensive reporting requirements of government and accrediting organizations.

**Student Affairs Office**  
843-525-8215

The office of the Vice President for Student Affairs is responsible for a comprehensive program of student services including the following: Community Outreach and Military Services, Admissions and Student Records, Intake Services, Financial Aid, Career Services and Job Placement, Disability Services, Student Activities and Campus Life, Upward Bound, Educational Talent Search, Student Support Services, Academic Probation and Suspension, Student Conduct & Grievance Procedure, and Affirmative Action/Equal Opportunity.

**Student  
Information Center**  
843-525-8211

The Student Information Center, located in the lobby of Coleman Hall, provides information concerning admissions, student services and other College activities.

**Student Records Office/  
Registrar**  
843-525-8272

The Student Records Office/Registrar is responsible for maintaining all records of the student's academic history at the college. The office also registers students, certifies enrollment, verifies graduation applications and processes transcript requests.

**Retention & Federal TRIO  
Programs Office**  
843-525-8242

The Office of Retention and Federal TRIO Programs is responsible for TRIO Federal Programs sponsored and administered by the College. These programs include Upward Bound, Educational Talent Search, and Student Support Services. The office also oversees Project PILAU (Promoting Integrity, Leadership and Cultural Understanding). This Office also provides services to accommodate TCL students with disabilities, and oversees the probation/suspension placement and advisement of students not in good academic standing at the College. (See Disability Services)

**Educational Talent  
Search Office**  
843-525-8331

The Educational Talent Search (ETS) program, funded by the United States Department of Education, is designed to identify middle school, high school and out-of-school individuals with academic potential, and help them develop an educational/career plan. Services are free and include career counseling, educational information, financial aid guidance, college/business trips, and GED information and preparation. ETS career counselors make weekly visits to middle and high schools in the TCL service area.

**Student Support Services**  
843-525-8328

The Student Support Services (SSS) Office, a federally funded program, is responsible for assisting eligible students in reaching their academic and career goals at TCL. The program offers academic, educational and career services to students through tutoring, cultural and social enrichment activities, academic, personal and career counseling, transfer advising, and other services.

**Upward Bound Office**  
843-525-8242

The Upward Bound program is a federally funded program designed to assist high school students with academic potential to pursue a post-secondary education. During the academic year, students attend Saturday sessions on the TCL main campus for assistance with academics as well as seminars in academic success, college survival, and SAT preparation. During the summer, students participate in an intensive six-week non-residential program to enhance the student's academic skills, and provide cultural enrichment activities, social functions and supervised tours to college campuses.



**Building 3 – Anderson Hall****Business Office**  
843-525-8355

The Business Office is responsible for the financial management and the accounting functions of the College, including disbursement of financial aid awards and management of student accounts. Tuition and fee payments may be made at the main campus in Beaufort, at the New River campus and at the Hampton H. Mungin Center campus; or online at <http://webadvisor.tcl.edu>.

**Personnel Office**  
843-525-8253

The Personnel Office is responsible for all phases of personnel administration and payroll functions for the College. TCL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, affirmative action, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its employment practices.

**Business Office**  
843-525-8249

The office of the Vice President for Administrative Services is responsible for business and financial operations of the College including the business office, campus security, physical plant management, information technology, and the bookstore.

**Building 4****Health Sciences Programs**  
843-525-8267  
[health@tcl.edu](mailto:health@tcl.edu)

Building 4 houses classrooms, health sciences laboratories, faculty offices and the office for the Dean of Health Sciences.

**Building 6****Academic Affairs Office**  
843-525-8244

The office of the Vice President for Academic Affairs is responsible for all college credit programming including the planning, development, coordination, review, accreditation, and administration of each program. All concerns regarding academics including assessment and placement testing, the Learning Resources Center, electronic learning and broadcast services should be directed to the office of the Vice President for Academic Affairs.

**Planning and Institutional Effectiveness Office**  
843-525-5952

The office for Planning and Institutional Effectiveness supports the College's Strategic Planning process and efforts associated with college-wide institutional effectiveness.

**President's Office**  
843-525-8347

The President is the College's Chief Executive Officer.

**TCL Foundation**  
843-525-8294

Technical College of the Lowcountry Foundation Inc. (TCL Foundation) was established in 1983 to enhance private sector resource development of the College. The TCL Foundation sponsors ongoing public relations and fund-raising projects that strengthen the College's financial resources and its ties to the community. Contributions from corporations, foundations, area businesses and individuals are used to acquire state-of-the-art equipment, fund scholarships, sponsor special events, and support the Foundation's endowment.

**Building 9****Arts and Sciences Division Office**  
843-525-8281  
[artsandsciences@tcl.edu](mailto:artsandsciences@tcl.edu)

Building 9 houses classrooms, faculty offices and the office for the Dean of Arts and Sciences.

**Tutoring Center/  
Academic Support**  
843-525-8221

The Academic Support/Tutoring Center provides one-on-one, group, and online tutorial services for general education classes and other college curricula which include English, mathematics, accounting, computers, and other areas as requested. The Center is equipped with calculators, computers, reference materials selected college textbooks and other multimedia technology for student use and convenience.

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**Building 10**

**Classroom Building**

Building 10 houses the Cosmetology classrooms and laboratories, Early Care and Education classroom, sciences laboratories, classrooms and faculty offices.

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**Building 11**

**Security**

843-525-8301  
843-986-6971  
843-812-4115

Campus security is available to assist all students, faculty, staff and visitors. Assistance in any matter pertaining to an emergency may be obtained by calling 843-525-8301. If there is no answer, dial Security at 843-986-6971, Beaufort Campus, or 843-812-4115, New River Campus. During regular business hours, security may be reached by radio by calling 843-525-8249. After business hours, call 843-525-8304.

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**Building 12 - MacLean Hall**

**Auditorium**

843-525-8249

The TCL Auditorium is the site for large group and/or community meetings or events.

**Board Room**

843-525-8249

The TCL Board Room is the site for meetings of the TCL Commission, various committee meetings, and other small group meetings.

**Grants/Institutional  
Advancement Office**

843-525-8317

The Institutional Advancement Office is responsible for all aspects of grants procurement, management and documentation.

**Learning**

**Resources Center**

843-525-8304

The Learning Resources Center (LRC) or library is located in Building 12 on the Beaufort campus. A small LRC is also located on the first floor at the New River campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of TCL's service area. The LRC houses about 22,000 print volumes, 160 periodical subscriptions, 3,000 audiovisual titles, audiovisual equipment, and a student computing laboratory. The LRC employs modern information technologies to access electronic resources, such as online journals and periodicals, and over 60,000 e-books.

**Public Relations Office**

843-525-8232

The Public Relations (PR) Office is responsible for planning, coordinating and executing a diversified public relations, marketing and communications program. The goal of the PR office is to ensure awareness of and support for TCL's philosophy, mission, goals, educational opportunities and achievements.

**Campus Life**

843-525-8218

The office of Campus Life is provided to create campus life and cultural enrichment opportunities to build social networks, leadership, and learning opportunities for TCL students. This office is also responsible for the college work study (CSW) program. This office also works with students who are placed on probation and/or suspension. If you are interested in beginning a new campus organization please call 843-525-8218.

**Student Lounge**

Hot and cold food is available in the Student Center on the Beaufort campus. Microwave ovens and other dining facilities are provided. Comfortable seating, games, a courtesy telephone, wireless internet access, and a web cafe are also available in the same area.

**TCL Bookstore**  
843-525-8303

The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The cost of books and supplies is not included in registration or other fees. The Bookstore is open Monday through Thursday from 8:00 a.m. to 5:30 p.m., and Friday from 8:00 a.m. to 4:30 p.m. The Bookstore conducts a book buy-back, based on current need, each term during final exams.

**Building 14**

**Industrial Technology  
Division Office**  
843-525-8241  
industrial@tcl.edu

Building 14 houses classrooms, laboratories, faculty offices and the office for the Dean of Industrial Technology and Dean of Business Technologies.

**Business Technologies  
Division Office**  
843-525-8241  
business@tcl.edu

**Building 15**

**Classroom Building**

Building 15 houses classrooms, laboratories and faculty offices.

**On-Line Learning Office  
Room 119**  
843-470-6033

The Director of On-Line Learning provides support to instructors who teach through technology in the form of web-based, computer-based, and virtual-based classroom opportunities.

**Building 16**

**Classroom Building**

Building 16 houses classrooms and laboratories.

**Buildings 22, 23 and 24**

**Continuing Education and  
Workforce Development**  
843-525-8205  
CEWD@tcl.edu

The Division of Continuing Education and Workforce Development (CEWD) at the Technical College of the Lowcountry is dedicated to meeting the workforce needs for the Lowcountry. The Division offers non-credit courses throughout the College's four-county service area to meet specific business and industry needs as well as for professional growth. Occupational upgrade courses and seminars are offered for those wanting to upgrade skills or increase employment potential. Licensing and certification courses are offered on a continual basis.

Customized training is available for businesses and industries including critical or soft skills, managerial or supervisory skills, computer related courses or specific occupational skills. CEWD's qualified staff is available for consultations to assist with developing training curriculums and apprenticeship programs. Courses can be taught on campus or at the workplace. Personal enrichment courses are available throughout the area and also through the Internet.

**TCL – H. Mungin Center, Varnville, SC**

803-943-4262

See the map at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

**TCL - New River, Bluffton, SC**

843-470-6000

See the map at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

# ADMISSIONS, ASSESSMENT AND REGISTRATION



## Are You New to TCL?

### Follow these Steps to Enrollment!

#### Step 1: Submit Admissions Application

New, transfer, and those students returning to TCL after 12 months off must complete and submit an application for Admissions. Apply online at [www.tcl.edu](http://www.tcl.edu) or in person at any TCL campus.

#### Step 2: Set up your WebAdvisor and Email Accounts

Just 24 hours after you apply, your TCL WebAdvisor and email accounts are created. You need to activate both accounts immediately so you can access information to assist you in the enrollment process. Go to page [www.tcl.edu](http://www.tcl.edu) for complete instructions on setting up your WebAdvisor and Email accounts.

#### Step 3: Apply for Financial Aid

Financial Aid qualifications vary. All students should complete the federal government's Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TCL's school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here's a BIG tip, start the financial aid process early to avoid the last-minute rush before classes begin. See page 4 for more information.

#### Step 4: Complete Placement Testing

Schedule a placement test by calling the Testing Center at 843-525-8344. The purpose of the test is to ensure your advisor is able to place you in the appropriate courses to be most successful. Please note that all programs do not require this test so check with Admissions to find out if this is necessary for you.

#### Step 5: Meet with your Advisor & Register for Classes

To get you headed in the right direction, we'll ask you to meet with your Academic Advisor to plan an appropriate class schedule and register for your classes. You can find your Advisor's information on your WebAdvisor account.

#### Step 6: Print Schedule and Fee Statement

Once registered for classes, you'll need to print your schedule and fee statement. This is easily achieved through WebAdvisor.

#### Step 7: Pay Tuition and Fees

Take your completed course schedule and fee statement to the Cashier in Bldg 2- Coleman Hall, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. Here's another BIG tip, be sure to keep the receipt because you'll need it to get your student identification card (ID). You can also pay online at [www.tcl.edu](http://www.tcl.edu).

#### Step 8: Obtain Student ID and Parking Pass

You can get your student ID card and parking decal at Student Records, Bldg. 2 on the Beaufort Campus, at the Learning Resource Center at the New River Campus, and at the front desk at the Hampton Campus. Remember that receipt? This is where you need to present it to the Student Records Office to get your student ID. Have your vehicle registration information available for your parking decal.

#### Step 9: Purchase Books

You can purchase your books and necessary supplies at the Beaufort campus Bookstore. That's in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus. If you are attending classes at the Hampton Campus, you may request your books to be sent to the campus. Here's another BIG tip – you must present your course schedule at the time of purchase.

## Are You a Continuing Student at TCL?

### Follow these Steps to Register!

#### Step 1: Apply for Financial Aid

Financial Aid qualifications vary. All students should complete the federal government's Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TCL's school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here's a BIG tip, start the financial aid process early to avoid the last-minute rush before classes begin. See page 4 for more information.

#### Step 2: Meet with your Advisor & Register for Classes

To get you headed in the right direction, we'll ask you to meet with your Academic Advisor to plan an appropriate class schedule and register for your classes. You can find your Advisor's information on your WebAdvisor account.

#### Step 3: Print Schedule and Fee Statement

Once registered for classes, you'll need to print your schedule and fee statement. This is easily achieved through WebAdvisor.

#### Step 4: Pay Tuition and Fees

Take your completed course schedule and fee statement to the Cashier in Bldg 2- Coleman Hall, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. You can also pay online at [www.tcl.edu](http://www.tcl.edu).

#### Step 5: Purchase Books

You can purchase your books and necessary supplies at the Beaufort campus Bookstore. Make sure you have your class schedule with you. That's in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus. If you are attending classes at the Hampton Campus, you may request your books to be sent to the campus.



## Admissions Requirements

Technical College of the Lowcountry (TCL) is an open admissions institution. Students applying to the college must complete an application and provide an official high school transcript or GED as well as proof of residency and citizenship. Acceptance into specific programs at the college may have additional requirements, or may not require an official copy of a high school transcript or GED. Please refer to the specific program for a list of requirements. Or contact and Admissions representative.

Completed paper applications or supporting documentation may be submitted by US mail to:

Technical College of the Lowcountry  
Attention: Admissions  
PO Box 1288  
Beaufort, SC 29901-1288

Or for additional information you may call 843-525-8207

For most programs, interested individuals must:

1. Be at least 18 years of age, possess a high school diploma, GED or equivalent, or meet requirements for other special admission procedures as detailed in procedure 4-1-401.11
2. Submit a completed TCL Application.
3. Request official high school and/or other college transcripts; have them sent to the TCL Admissions office for review. Students are encouraged to submit all transcripts early to allow time for processing.
4. Submit Residency and Citizenship documentation.
5. Meet other requirements as outlined for specific programs with special admissions requirements.

Transcripts should be submitted for review as soon as possible but no later than the first semester at the college to ensure accurate and timely evaluation of advanced standing courses.

## Student Classification

### Career Development/ Non-Degree Seeking

A Career Development/Non-Degree Seeking student is an applicant not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrade. Applicants must meet the basic requirements, complete the admissions process, pay the application fee, and meet with an academic advisor to discuss enrollment in courses. Career Development/Non-Degree Seeking students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. Career Development/Non-Degree seeking students are not eligible for financial aid.

ALL standard pre-requisite requirements (when applicable) must be met prior to enrollment.

Career Development/Non-Degree Seeking students *are not eligible for financial assistance.*

### Continuing

A continuing student is one who enrolls in sequential semesters excluding the summer semester.

### Dual Enrollment (Early College Credit Opportunities - ECCO)

A Dual Enrollment Student is an applicant who is a junior or senior high school student and also enrolled at TCL. This requires a special agreement between three parties; the College, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending. Application and more information can be found online at [www.tcl.edu/ECCO](http://www.tcl.edu/ECCO).

<b>Full Time/ Part Time</b>	Full time students are those students who are in an associate degree, diploma, or certificate program and who enroll in a minimum of 12 semester credit hours per semester. Part time students are those students who are in an associate degree, diploma, or certificate program and who enroll in a maximum of 11 semester credit hours. Financial Aid full time enrollment is 12 semester hours regardless of the semester or other restrictions.
<b>In-state / Out-of-state</b>	An In-state/Out-of-state student is classified based on an analysis of their residency documentation.
<b>International</b>	<p>When an international student arrives on campus, he/she must make an appointment with the College U.S. Immigration Designated Official by calling the Admissions Services Office at 843-525-8308.</p> <p>Citizens of foreign countries who enter the U.S. as non-immigrants fall into one of approximately 35 visa status categories. International applicants who wish to study at TCL generally fall into an F-1 or M-1 student status and enter the U.S. on a student visa. An F-1 student at another college may transfer to TCL as well. To be accepted as an F-1 student, the applicant must:</p> <ul style="list-style-type: none"> <li>• Submit a certified English translation of high school records and any applicable college level transcripts. (If presenting these documents in person, they must be in an envelope sealed by the issuing institution.)</li> <li>• If English is not the primary language, submit test results from the Test of English as a Foreign Language (TOEFL) with a score of at least 500 or successful completion of the placement test.</li> <li>• Return the financial statement indicating sufficient funds available to meet academic and living expenses for the duration of study at TCL. (TCL is a commuter school; therefore, the College does not provide lodging or transportation.)</li> <li>• Complete and submit the online admissions application (<a href="http://www.tcl.edu/apply">www.tcl.edu/apply</a>)</li> <li>• Send an advance deposit of tuition for two semesters in US dollars.</li> <li>• Be considered a full time student (12 semester hours) during Spring and Fall Terms.</li> </ul>

## Military

TCL is a Servicemembers Opportunity College (SOC) and is proud to serve active duty and dependents stationed at one of three military installations located in our service area. TCL is a member of SOCNAV II and SOCMAR II, awarding associate degrees, diplomas, and certificates. The College offers a full array of classes which, in many cases, can augment military specialty skills and can contribute to the military student's college portfolio, thus enhancing opportunity for advancement. The TCL Servicemembers Degree Program helps active duty military students and their family members earn an associate degree by formally awarding TCL credit for the following:

- Equivalent college credit applicable to the program of study, earned at post-secondary educational institutions
- Military courses (using the ACE guide).
- Experiential learning - that is, knowledge/skills gained through specific MOS or NEC responsibilities which equate to competencies developed in TCL courses.

TCL awards credit for experiential learning through a portfolio evaluation process directed by the College's military coordinator. For the convenience of military members, the TCL military coordinator has scheduled office hours at each base. The military coordinator can answer questions about course offerings, assist with evaluating experiential and previous class credit, and assist with required admissions and registration.

### Military Student Application and Registration Procedures:

Active duty military and their dependents may complete the application process online at [www.tcl.edu](http://www.tcl.edu) or if additional assistance is needed, at the Education Offices located at Marine Corps Air Station (MCAS) or Marine Corps Recruit Depot (MCRD). The process for new and re-admitted military students is:

- Admission Application
- Sailor Marine ACE Registry Transcript (SMART) form (if applicable)  
Information on SMART can be found online at <https://smart.navy.mil>
- Register for Classes
- Tuition Assistance (TA) agreement must be completed by Education Liaison Representative

Students will need to meet with their academic advisor prior to registering. Students receiving financial assistance other than Tuition Assistance must go to TCL's Financial Assistance Office or the Veterans Services Office in Coleman Hall after working with the Military Coordinator.

## Readmit

A Readmit Student is an applicant who has not attended TCL within the last three semesters. The student must complete a new application to activate and update his/her file. Readmit students may be required to take, or retake, the placement test.

## Senior Citizen

A Senior Citizen Student is a legal resident of South Carolina who has attained the age of 60 may attend classes in accordance with SC Code of Laws. There is no charge for tuition but college fees still apply.

## Students with Disability-ADA

Disability services are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests that students with disabilities notify the ADA Coordinator of any necessary accommodations at least 30 working days prior to the first day of class, if possible.

## Transfer

A transfer student is one who has previously earned college credit from an accredited post-secondary or higher education institution.

**Transient** A transient student is one who is enrolled at another post-secondary or higher education institution and takes classes at TCL for the purpose of transferring credits back to the other institution. Students should contact the Financial Aid office at their home institution to determine aid eligibility. Transient students are not eligible for financial aid.

**Veteran** A veteran is a member of the Armed Forces as defined by the Veterans Administration.

### Residency

The residency policy governing tuition at TCL complies with the South Carolina Code of Laws 59-112 in determining tuition and fees to be paid by students attending the College.

- The student must have resided in South Carolina for the past twelve continuous months and abandoned all prior domiciles immediately preceding the first day of classes of the term in which such evidence is presented to the College's Admissions Office.
- If the student is a dependent student, the burden of proof resides on the parent or guardian.
- Persons who have resided in the State of South Carolina for less than 12 months but are employed full-time in the state may be considered South Carolina residents for tuition and fee purposes. All new students wishing to apply to TCL and re-admit students who wish to claim South Carolina residency for tuition and fee purposes **MUST** complete the residency certification section of the admissions application and present all requested documents to the Admissions Office. The burden of proof rests with the student to prove residency. **This provision does not apply to persons or their spouses if they are in South Carolina primarily as students. Active duty military personnel who are permanently assigned in South Carolina on active duty and their dependents are considered South Carolina residents for tuition and fee purposes.** Students requesting this exception are not eligible for state grants until residency has been established for not less than 12 months.

Students who wish to appeal their status must complete the Residency Reclassification form and present all supporting documents to the Residency Coordinator or Admissions for consideration. Students will be notified within 10 days of their residency classification.

### Verification of Residence

The residency of each applicant is determined from the information provided by the applicant to the college. When there appears to be an inconsistency in the information provided, the admissions staff will require additional documentation. Residents with full-time employment may be asked to provide proof in subsequent semesters. Applicants who provide sufficient documentation proving that the residence requirement has been met will be classified as in-state. Copies of documents required for the determination of residency are retained in the applicant's file.

### Advanced Standing

Under certain conditions advanced placement may be granted. TCL may grant advanced placement or credit for courses in which the student has demonstrated satisfactory achievement through credit-by-exam or experiential credit. Each applicant under this plan is to show satisfactory achievement by submission of equivalent course work on official transcripts, official test scores, and/or portfolio review.

### Transcripts

Official transcripts become the property of the College and may become part of the student's official TCL Student Records file. A review of college/university transcripts results in credits transferred and do not generate quality points nor impact the student's TCL grade point average (GPA).

### Transfer of Credit

Students transferring from regional accredited colleges and universities may have credits accepted at TCL. College-level courses must be completed with a grade of "C" or better, as appropriate to course content, level, and the program of study. Transcripts will be evaluated and posted on the student's WebAdvisor account for transfer of credit confirmation. Transfer of Credit evaluations are completed by the Registrar/Student Records staff. **To view a list of approved transferable courses, visit [www.sctrac.org](http://www.sctrac.org). TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. We reserve the right to correct any errors that may have been made regarding transfer of credit.**

### Experiential Credit/Credit by Exam

#### Apprenticeship Experiential Credit and DANTES/USAFI

Technical College of the Lowcountry recognizes that learning is a lifelong process that may occur in any number of settings in addition to the classroom. It is the policy of the College to formally recognize such experience or nontraditional learning and its subsequent translation into usable college-equivalent credits. College procedures will ensure that adequate documentation of learning experiences is provided by the student prior to the awarding of any academic credit to be recorded on the College's official records. Experiential credit will be awarded for no more than 25% of the credit hours applied toward a degree, diploma or certificate. All procedures for awarding experiential credit will reflect the current approved practices and guidelines stipulated by the Commission on Colleges of the Southern Association of Colleges and Schools. Credit is granted to skilled craft workers who have completed a standard South Carolina apprenticeship program and for related training. Credit is also granted for military training and for work completed at proprietary schools, such as business colleges, art schools, and beauty colleges. Such credit generally applies only toward a vocational program. Military students apply for experiential credit with the Military Coordinator. Other students should apply for such credit in Student Records or with an academic advisor, bringing certificates of completion, school records, or other available documentation. The student is notified of the credit granted, and a record is kept in the student's file. For more information, contact the academic advisor.

### **Credit-by-Examination**

Credit-by-Examination, which gives students the opportunity to demonstrate mastery in the material covered in a TCL course, may substitute for course work. In some cases students submit written examinations covering the content of a course. In other cases, students provide performances or demonstrations of their skills in certain areas. Upon successful completion of exams, TCL will award college credit. A student may not seek credit-by-examination for any course that has been unsuccessfully completed or for which the student has previously attempted to earn credit-by-examination and been unsuccessful.

### **CLEP (College-Level Examination Program) and CEEB (College Entrance Exam Board)**

TCL grants credit to students who achieve satisfactory scores on many CLEP and CEEB exams. For additional information, contact the Vice President for Academic Affairs at 843-525-8244.

### **Advanced Placement Exams**

Advanced Placement (AP) Tests will be accepted for scores of 3 or higher on tests for which the College offers equivalent courses. Official transcripts or records of exam scores must be on file at the College before credit is granted.

### **Assessment and Placement**

The College is an open-enrollment institution, but uses the American College Testing (ACT) assessment program to determine student's readiness to prepare for college course work. Assessment instruments includes COMPASS (Computer Adaptive Placement Assessment and Support System). COMPASS includes comprehensive assessment, orientation, course placement, counseling, and advisement to promote the student's academic success. Practice tests are available at the Testing Center page at [www.tcl.edu](http://www.tcl.edu).

Some programs with specific admissions requirements are Nursing, Radiologic Technology, Cosmetology, and other TCL Programs. Specific information on additional admissions requirements for these and other programs are outlined in the Academic Divisions section.

A student may exempt all or part of the placement test by providing the college with official college transcripts to provide evidence of:

- an earned associate's or higher degree
- successful completion with a "C" or better in MAT 110 College Algebra and in English 101 English Composition I or their equivalents within the past five years.
- qualifying SAT or ACT scores for placement into appropriate mathematics and English courses. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 if taken on or after April 1, 1995 (400 if taken before that date), or ACT English component score of 19. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 if taken on or after April 1, 1995 (400 if taken prior to that date), or ACT math component score of 18.

### **Assessment and Course Placement**

A student applying for admission to any of TCL's associate degree, diploma or certificate programs, or to enroll in developmental studies courses may be required to take the placement test which includes writing skills, reading and mathematics components. The placement test helps insure that the student is academically prepared and the placement scores determine which level of course work can be entered. Based on placement test scores, placement may be in one or more developmental studies or transitional courses. To schedule a time for this test, contact the Testing Center at 843-525-8344. A student may also exempt testing requirements if college transcripts with equivalent English or mathematics credits or evidence of a degree at the associates degree or higher are submitted. Accommodations will be made for students with documented disabilities.

If any placement score is below the minimum requirement, TCL will make a referral to the Fresh Start or the Literacy Program. If the reading score indicates that a reading course is needed, it must be taken in the first semester at the College.

### **Student Assessment Requirements**

- Applicants may retake the assessment battery after a period of two weeks from the completion of the first administration.
- Contact the Testing Center regarding retesting at 843 525-8344 or Student Services at the New River campus 843 470-6002.
- Students currently enrolled in developmental courses may not retest.
- Placement test scores are valid for a period of three years from the date of administration. Placement test scores may be transferred from an approved institution if they are no more than three (3) years old.
- The most recent scores are considered to be the official scores.
- As alternative assessments, the College recognizes College Level Examination Program (CLEP), DANTES Subject Standardized Examinations, and Advanced Placement (AP). Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are available through TCL. To learn more about these exams, applicants should contact the Student Services Career Counselor.



## Registration

Once a student has filed an application with the Admissions Office and completed the Admissions Process, the student will be assigned an advisor and be permitted to register for classes. The dates and times for registration are outlined each semester in the course schedule flyer. The student is not officially enrolled until all requirements of registration have been completed including the payment of tuition and fees.

Students must follow the procedures listed below to participate in registration for classes each term. Refer to the academic calendar at the beginning of this catalog for registration dates.

- **Academic Advising:** The academic advisor guides the student in scheduling an academic program to meet his/her educational goals. Appointments are required during the advisement/registration process. Office hours are posted on office doors or the advisor may be contacted by phone or by e-mail.
- **Schedule of Classes:** A schedule of classes titled Course Schedule is printed each semester or can be found at the college website [www.tcl.edu](http://www.tcl.edu). The College reserves the right to make adjustments to the published schedule including the cancellation of any class, if TCL deems it necessary and appropriate.
- **Registration:** After meeting the admissions requirements and being accepted at the College, students are required to register for each semester in which he/she plans to enroll. The student is encouraged to meet with his/her academic advisor to register. A student is not officially enrolled until all the steps of registration are completed, including payment of fees and receipt of a printed schedule.
- **College IDs/Vehicle Registration:** Students must acquire a student identification card, vehicle parking pass, and Blackboard ID. In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information.
- Students are required to set up a TCL Student email account. Go to [www.tcl.edu/studentemail](http://www.tcl.edu/studentemail) for more information. All communication regarding cancellation of classes, room changes, etc are done through email.

## Online Registration

Continuing students enrolled in an approved program of study may register online through WebAdvisor (<http://webadvisor.tcl.edu>). Registration through WebAdvisor can only be accessed during scheduled registration times as outlined in the College's course schedule. Directions are available on the WebAdvisor site to assist in the registration process. WebAdvisor can be accessed from any computer with Internet access and a web browser. Students who choose to register through WebAdvisor take full responsibility for their course selection. It is recommended that students consult with their academic advisor before registering. Students needing assistance with WebAdvisor concerns should contact the Help Desk at 843-525-8344.

## Financial Aid and Registration

- Students receiving financial assistance or veterans benefits must notify the Financial Assistance Office/Veterans Services Office located in Coleman Hall in Building 2, either in person or by email.
- Students are not officially enrolled for classes until all required registration steps have been completed, including payment of tuition and fees. Fees are due upon registration.
- Students who have not paid their tuition by the end of priority registration may be removed from class rolls. Deregistration is the responsibility of the student.

## Additional Important Information – Admissions, Registration & Assessment

### Address Change and Name Change

Students who change their mailing address, phone number, or require a name change must have their contact information updated in the College's database. Contact the Student Records Office in person or through Web Advisor on the college's website at [www.tcl.edu](http://www.tcl.edu). Failure to make these important changes may cause the student to experience difficulties in transactions with the Business Office, Admissions, Student Records, the Financial Aid Office, and/or their academic division.

### Audit

Applicants who wish to take a course but not receive credit for it may do so on an audit basis with the approval of the instructor of the course and the Division Dean. Audit students are expected to attend all classes. Audit students may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete an admission application, and pay associated fees. Audit students are charged the same tuition rate as credit students. Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (add/drop) period for the semester. A student cannot change to audit status after the add/drop period has ended. Financial aid programs and the Veterans Administration **do not provide funds for auditing classes**.

### Cancellation of Classes

The College reserves the right to make adjustments to the published schedule including the cancellation of any class, if deemed necessary and appropriate. Students will be notified via student email.

### Career Development Students

An applicant not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrade is considered a Career Development student. Applicants must meet admission requirements, complete an admission application, submit the application fee, and meet with a faculty advisor to discuss enrollment in courses. Career Development students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. Career Development students are not eligible for Federal financial assistance or veterans' benefits and may not take general education courses unless they meet the placement criteria outlined in this section. Also, general education courses often require prerequisites.

### Deregister

Each registration period has specific payment deadlines for tuition and fees. If a student does not meet the payment deadline, the student may be removed (deregistered) from the class roster for those classes and he/she must reregister or risk being permanently removed from the classes. The fee payment deadlines apply to all students, including those on Financial Aid. After the published payment deadline, deregistration is at the college's discretion. Students wishing to be removed from class must do so prior to the first day of class.

### Section Swap period – See Schedule Change Period

### Financial Responsibility and Registration for Courses

Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with instructions and deadlines published by the College. Registration for classes incurs a financial commitment to TCL. If a student decides not to attend TCL or any of the courses for which he/she registered, action must be taken to cancel the schedule before the first day of the semester to avoid being responsible for all or a portion of the incurred tuition and fees.

### Physical Exams & Health Insurance

If a student plans to enroll in a Health Sciences program, a physical examination by a licensed physician or nurse practitioner and proof of personal health/medical insurance are required by the published deadline. Failure to maintain updated physical information and health/medical coverage will result in withdrawal from the program.

### Registration at Area Campuses

Registration for TCL courses may be completed at the main campus in Beaufort, New River in Bluffton, Hampton H. Mungin Center in Varnville, Marine Corps Air Station Beaufort, the Marine Corps Recruit Depot on Parris Island, or online.

### Release of Student Records

TCL adheres to the Family Education Rights and Privacy Act (FERPA) regarding release of public or "directory" information. "Directory" information is defined as student name, address, phone number, date and place of birth, dates of attendance, major fields of study, awards, honors and degrees and the most recent previous educational agency or institution attended by the student. Directory information may be released in accordance with the provisions of FERPA without the written consent of an eligible student, and may be disclosed by the institution for any purposes, at its discretion, unless a student has filed a "Request for Non-Disclosure of Directory Information" form. Students who do not wish this information disclosed may fill out the "Request for Non-Disclosure of Directory Information" form at the Student Records Office on the First Floor of Building 2, Coleman Hall. *The form must be submitted to the Registrar within two weeks of the beginning of the semester and is applicable for one academic year.*

### Schedule Change Period (Section Swap Period)

A student may make a schedule change during the schedule change (Section Swap) period. The Section Swap period varies according to the length of the term (see below). It is the responsibility of the student to submit completed Add/Drop/Withdrawal form. If a student fails to attend class the first day of class they will be dropped from the course. After the Section Swap period, a student must withdraw from the courses by submitting an email to their instructors using their my.tcl.edu email account. NOTE: If the student fails to pay for courses, he/she may be removed (deregistered) from the courses at the College's discretion.

### Section Swap Period

	Fall and Spring Semester	Summer Term
Full Session	First 5 days of classes	First 3 days of classes
Mini-session	First 3 days of classes	NA

### STUDENT IMAGES/RELEASE OF DIRECTORY INFORMATION

Student images (photo or video) may be used by the College and/or SC State Technical College System for public relations, marketing or advertising and may be published in TCL publications including the TCL website. If a student does not wish to have his/her image used for these purposes, he/she must file a written request available through the Public Relations office (Beaufort Campus, MacLean Hall, Building 12, Room 212). Please refer to the TCL catalog for further details about directory information (See "Release of Student Records" above for details.)

### Transfer of Credit

Students transferring from other colleges and universities may have credits accepted at TCL for college-level courses completed with a grade of "C" or better. The transfer of credit process should be completed during the first semester of enrollment at TCL. Course time limits/eligibility may vary within divisions. **To view a list of approved courses, visit [www.sctrac.org](http://www.sctrac.org).** *TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. We reserve the right to correct any errors that may have been made regarding transfer of credit.*

# FINANCIAL AID



## Student Financial Aid

While the primary responsibility for meeting college costs rests with students and their families, the College recognizes that many individuals cannot assume the full financial burden of a college education. Financial assistance is available to assist in meeting these costs. Individuals accepted at the college should complete the Free Application for Federal Student Aid (FAFSA) for consideration and review.

Financial aid packages composed of grants, scholarships, loans, and work study employment can assist students in reaching their educational goals at TCL. Determination of eligibility through needs analysis must be completed before financial aid can be awarded. The College participates in the following programs.

Federal Pell Grant*	The TCL Foundation
Federal Work Study*	Veterans Education Program
William D. Ford Federal Direct loan Program*	South Carolina Need-Based Grant Program
Federal Supplemental Educational Opportunity Grant*	LIFE Scholarship
Academic Competitiveness Grant*	South Carolina Lottery Tuition Assistance
(*Title IV)	SC National Guard College Assistance Program

Completion of the Free Application for Federal Student Aid (FAFSA) is the first step in the process. The FAFSA must be completed each year, following January 1st. Complex federal regulations, forms and procedures necessitate allowing time for all forms to be processed. The FAFSA should be completed prior to the academic semester for which financial aid is requested to ensure that the student is considered for the maximum amount of assistance. Deadlines apply, please check the TCL website to ensure you have submitted your information/request in a timely manner.

Students must complete the FAFSA in the following way:

- Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Online submission is the quickest and most efficient method for submission OR
  - Students requesting a paper application should contact the Federal Student Aid Information Center toll free at (800) 433-3243. Completing the paper application and receiving results may take up to 2 to 3 months to process and receive the results.
- TCL's school code is 009910.**

Most Commonly Needed Information to Complete the Financial Aid Process:

- Federal Income Tax forms (1040, 1040A, 1040EZ) and other federal income tax forms as needed.
- A copy of Leave and Earning statement (for military and their dependents)
- Information on child support payments received (statement or court order)
- Social Security benefits information (1099s or monthly statement notification)
- Separation or divorce decrees
- Proof of other family members in the household attending college (e.g., registrars certificate of attendance)
- Statement of unemployment benefits

Financial assistance awards are used to pay student account balances. Any remaining awards will be disbursed according to a schedule provided by the Business Office and in accordance with the Federal Title IV regulations. Students are responsible for payment of funds owed the College if financial assistance funds are not received as anticipated.

### Eligibility Criteria

To be eligible for federally funded programs, the student must:

- Be a U.S. citizen or eligible non-citizen.
- Be admitted or enrolled in an eligible program.
- Maintain satisfactory academic progress as defined by the institution.
- Not be in default or owe repayment on any loan program or other Title IV programs.
- Demonstrate financial need according to the federally approved system of needs analysis.
- Register with Selective Service, if required to do so.
- Demonstrate ability to benefit from educational training.
- Submit all documents requested by the Financial Aid Office to verify eligibility.

### Financial Assistance Programs - Federal

The Title IV Federal Programs listed below, provide financial assistance to post-secondary students through grants, loans, or work-study opportunities. These programs are based on financial need as assessed by federal government regulations. Many Grants have limited funding. Applying early and submitting all required documents is essential when requesting funding.

### Federal Pell Grant

The Federal Pell Grant is the first source of financial assistance awarded to eligible students. A student's eligibility for a Federal Pell Grant is guaranteed if the student meets all required criteria, and the student's file is complete. An individual who has earned a baccalaureate degree is not eligible to receive a Federal Pell Grant.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

To receive an FSEOG, the student must be Pell Grant eligible, with the lowest Expected Family Contribution (EFC). The date the FAFSA and the student's file were completed are also used as a determining factor for receiving an FSEOG award. Awards are made to eligible students and are based upon the availability of funds.

### Federal Work Study Program

The Federal Work Study (FWS) Program provides part-time employment up to 15 hours per week. Funding limitations dictate the number of Work Study jobs available each year. The pay per hour is based on the minimum wage rate. In addition to completing the FAFSA, students interested in applying for a Work Study job should do the following:

- Complete an in-house application for Federal Work-Study.
- Contact the Campus Life Office at 843-525-8218 for possible job assignment.

### Community Service Learning Program

The Community Service Learning (CSL) Program is a part of the Federal Work Study Program (FWS). Students may be placed in community service work settings. Community service includes support services for students with disabilities, mentoring, welfare, social services, crime prevention and control, and public safety.

### William D. Ford Direct Loan Program

The William D. Ford Direct Loan Program provide low-interest loans to students and parents of students attending college. Please contact the Financial Aid office for additional loan requirements.

- Federal Stafford Loan (subsidized and unsubsidized)
- Parent Loan for Undergraduate Students (PLUS)

### Federal Stafford Loan

If the student is a dependent student, he/she can borrow up to \$3,500 (subsidized loans) as a first year student and \$4,500 (subsidized loans) as a second year student. As an independent student, he/she can borrow up to \$3,500 (subsidized loans) and \$4,000 (unsubsidized loans) as a first year student and \$4,500 (subsidized loans) and \$4,000 (unsubsidized loans) as a second year student.

#### Subsidized

- A subsidized Stafford Loan's interest is paid by the federal government until the student begins repayment.

#### Unsubsidized

- An unsubsidized Stafford Loan's interest is not paid by the government. Therefore, as of the first disbursement of the loan check, interest begins to add to the principal loan amount.
- Complete an in-house loan application.

***All students requesting funding through student loans are required to complete an annual Financial Literacy workshop. Contact Financial Aid or check the website for workshop dates.***

***Deadlines for completing request for loan funds are strictly adhered to. Please check the TCL website for current semester deadline.***

### Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) enables parents to borrow federal funds to pay the educational expenses on the behalf of the dependent student. The amount a parent is allowed to borrow under the PLUS program is the cost of attendance at the college minus all other federal assistance awarded along with funds awarded from other programs.

### Financial Assistance Programs – State

#### LIFE Scholarship

The Life Scholarship is awarded to South Carolina residents who have graduated from high school with a 3.0 grade point average (GPA) or higher. Students must be full-time and course work must be college-level. The maximum annual award is cost of full-time tuition and \$300 for books, annually for students at two-year colleges.

- To maintain continued eligibility for LIFE Scholarship, students are required to earn a minimum 3.0 cumulative LIFE GPA by the end of each academic year and complete 30 credit hours annually.



- The LIFE GPA includes all grades and credit hours earned at all eligible institutions (in-state and out-of-state) and college courses taken while in high school.
- The LIFE GPA does not include: exempted credit courses, Advanced Placement (AP), College Level Examination Program (CLEP), remedial/developmental courses, non-degree credit courses for an associate's degree or higher. Pass/Fail and non-penalty withdrawal credit courses are also excluded.
- Students may receive their LIFE GPA upon written request to the Registrar. To learn more about the LIFE Scholarship program contact TCL's Financial Aid Office.

### **Lottery Tuition Assistance**

To be eligible for SC's Lottery Tuition Assistance, students must:

- Qualify for in-state tuition rate and be a SC resident at least one year.
- Complete a Free Application for Federal Student Aid form. (FAFSA)
- Be enrolled in a certificate, diploma or associate degree program and maintain at least six credits per semester
- Make clear progress toward completion of a certificate, diploma or associate degree
- Not be a recipient of a LIFE scholarship award
- Not be in default on any government student loan program.
- Lottery Tuition Assistance is available only when the student has unmet tuition costs.

The College strongly encourages the completion of the FAFSA as it assists students when meeting/verifying citizenship requirements.

### **South Carolina Need-Based Grant**

The South Carolina Need-Based Grant Program is awarded by the State of South Carolina. The program is designed to provide additional financial assistance to South Carolina's neediest students who wish to attend college in the State of South Carolina. Awards are contingent on funding availability so apply early. In addition to completing the FAFSA to be eligible, a student must:

- Be a resident of the State of South Carolina.
- Be enrolled or accepted for enrollment in an eligible program of study that is not less than one year in length. Students must be working toward an associate degree, diploma, or a certificate.
- Possess a high school diploma or a recognized equivalent of a high school diploma.
- Maintain satisfactory academic progress as defined by the institution in accordance with Title IV regulations, and complete a minimum of 24 semester hours as a full-time student or 12 semester hours as a part-time student per academic year.
- Receive the grant not more than four semesters for a two-year degree program, or two semesters for a one year certificate or diploma program.
- Be of good moral character with no felony convictions.

### **Financial Assistance Programs – Local**

#### **TCL Foundation Student Assistance**

Technical College of the Lowcountry Foundation Inc. awards assistance to a number of deserving students during the fall semester each year. See the TCL Foundation Office for application deadlines. To apply for TCL Foundation assistance:

- Complete and submit a FAFSA
- Complete and submit a TCL Foundation Student Assistance Application
- Submit two letters of recommendation
- Submit an essay demonstrating financial need
- Students in the Nursing Program must submit letter of acceptance from the Nursing Program.
- The TCL Foundation Office reviews the application, letters of recommendation and other documentation in addition to information provided by the Financial Aid office. Recipients are notified by the Foundation Office.
- To qualify for funds, applicants must register for a minimum of six course hours each semester and maintain a minimum 2.5 GPA.

### **Financial Assistance Programs – Veterans and Military**

#### **Veterans Education Benefits**

TCL is an approved institution for administering the educational benefit programs of the Veterans Administration (VA). The College is committed to serving veterans and their eligible dependents and provides assistance to those qualified for benefits.

Curriculum courses are approved for training under Title 38 of the U.S. Code, Chapter 30 (New GI Bill or Montgomery Bill), Chapter 31 (Disabled Veterans), Chapter 32 (VEAP), Chapter 33 (Post 9/11), Chapter 34 (Old GI Bill), Chapter 35 (Widows and War Orphans), or Chapter 1606 and 1607 (National Guard & Reserves).

No benefits will be paid for a class or a degree that is not authorized and approved by the Veterans Administration. For more information, contact the TCL Veterans Services Office on the Beaufort campus in Building 2, Coleman Hall at 843-525-8337 or 843-470-5961. Students who may be eligible for Veterans benefits should contact the Financial Assistance/Veterans Office for information on how to apply. Applications should be submitted at least eight weeks prior to enrollment to allow time for processing.

All veterans must present a copy of their schedule to the Financial Assistance/Veteran Office, including all schedule changes. ***Failure to follow this step may delay credit how certification to the VA Office, delaying payments from the Veteran Affairs Administration.***

Admission requirements are the same as those for other students. The Veterans Administration is responsible for determining eligibility and awarding benefits. Each student is responsible for notifying the Veterans Services Office of any changes in personal data, career goals, or changes in class schedule.

### **Payment for Veterans Benefits**

For payment purposes, 12 credit hours per semester is considered full-time attendance for the fall and spring semesters; the Veterans Administration pays only for the minimum number of semester hours. Semester hour requirements vary during summer term.

### **Advance Payment Policy for Veterans**

Students eligible for Veterans Administration benefits may apply for an advanced payment from 45 days, but no more than 120 days, prior to the first day of the term. Application processing takes from six to eight weeks after submission to the Veterans Administration, and the first payment includes pay for all days in the month the term begins the month following the end of the term.

### **Chapter 1606 or 1607 (Reserve and National Guard) Benefits**

Developmental courses offered at TCL are not applicable for payment by the VA for those using Chapter 1606 or 1607 benefits with contracts signed prior to October 1, 1990. Students enrolled under this chapter must carry a minimum of six semester hours. If credit hours fall below six, only the cost of tuition will be paid by the Veterans Administration.

### **Previous Training (prior credits) Transcripts for Veterans**

It is the student's responsibility to obtain official transcripts from all schools and colleges they have previously attended to verify previous training and prior credits. The student will receive Veterans Administration benefits for only ONE term unless all transcripts are submitted to TCL's Admissions Office during the student's first term at TCL.

### **Maintaining Eligibility for Financial Aid**

#### **Duration of Eligibility**

Students receiving financial assistance through federally funded programs will be required to complete their curriculum programs within a specified time period. For example, full-time students pursuing an associate degree may receive financial assistance for up to two years and one semester. Students required to take Developmental Education courses will be allowed a maximum of one year and one semester to complete the courses before entering their program of study.

### **Academic Progress and Loss of Financial Assistance**

Technical College of the Lowcountry is required by federal and state regulations to define and enforce standards of Satisfactory Academic Progress (SAP). Students who withdraw from all courses after the add/drop period will be placed on financial assistance probation. Students who withdraw from all courses after the add/drop period a second time in the same academic year will be subject to loss of financial assistance.

- Students are not eligible for financial assistance for courses which have been attempted and failed twice.
- A course completed with a grade of "C" or better may not be repeated. Students receiving financial assistance will be permitted to change their curriculum once without loss of funding.
- Students will not be eligible to receive financial assistance for courses taken outside their curriculum with the exception of required electives or up to two additional electives approved by instructional Division Dean.
- Students will lose financial aid eligibility for classes for which they register, but never attend; or for which they have excessive absences.

### **Probation/Disqualification**

Students receiving financial assistance who fail to meet the minimum requirements for Satisfactory Academic Progress (SAP) will be placed on financial aid and academic probation. Students who fail to meet the minimum SAP standards and complete less than 50% of their funded credits will be placed on probation. While on probation, students will continue to receive financial assistance. However, if during the following semester they again fail to make SAP, they will be automatically disqualified for financial assistance. If students fail to complete at least 50% of their credits, or fail to meet the minimum SAP standards within the second semester after they have been placed on probation, they will be disqualified for financial assistance and receive no further funding.

### **Appealing Disqualification for Financial Assistance**

Students may appeal Satisfactory Academic Progress (SAP) disqualification to the Financial Assistance and Scholarship Committee, in writing, if they can document why they did not make SAP and why an exception should be made. In addition, students must document how they have addressed the issues that prevented them from making SAP in the previous semesters. Reinstatement may be granted within federal and state guidelines if there were circumstances beyond a student's control which prevented him/her from satisfactorily completing their coursework. Final approval resides with the Financial Assistance and Scholarship Committee and Financial Aid Director. Students who have completed the appeal process and are not satisfied with the decision of the Financial Assistance and Scholarship Committee and Financial Aid Director may appeal to the office of Student Affairs, with the final approval residing with the Vice President for Student Affairs and as prescribed by federal regulation. Students who were disqualified for financial assistance because they completed less than 50% of their credits for two semesters may have financial assistance eligibility reinstated through the appeals process. Progress and improvement must be demonstrated each semester. Failure to demonstrate academic improvement will result in an immediate suspension of financial aid.

### **Reinstatement of Eligibility**

Students who lose eligibility for federally funded financial assistance must satisfactorily complete one semester without federal financial assistance. Prior to reinstatement of financial assistance, at least 50% of the courses attempted must be completed with a 2.0 GPA and reasonable progress toward program completion as determined Financial Assistance and Scholarship Committee.

### **150% Credit Limit**

Federal guidelines require that students receiving federal financial assistance complete their degree programs in a timely fashion. Students are normally eligible for consideration for federal financial assistance for 150% of the credit hours required to complete their academic program. For example, students enrolled in a program requiring 60 hours to graduate are eligible for consideration for federal financial assistance for up to 90 attempted credit hours. Students who cannot complete a degree objective within those limits should submit a written appeal to the Financial Assistance and Scholarship Committee to extend eligibility for funding to complete the degree. Final approval of reinstatement is based on federal regulations.

### **Academic Progress**

#### **Satisfactory Grade Point Average**

For Veterans Administration purposes, a semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative GPA of 2.0 to qualify for any degree, diploma, or certificate of completion award from Technical College of the Lowcountry. Students dropping classes after the fourth week of a term should provide the College's Veterans Services Office with a statement indicating any mitigating circumstances. This statement will be sent to the regional Veterans Administration for consideration in determining any overpayment. It is the student's responsibility to notify Veterans Services of any change in course load and/or course substitutions and grade changes.

**Notification of Standards and Unsatisfactory Progress**

Each student receiving Veterans Administration educational benefits will receive a copy of the standards of satisfactory academic progress from the Veterans Services Office at the time of initial certification. Should the student fail to make satisfactory academic progress, the student and the Veterans Administration will be notified at the conclusion of any term upon failure to meet minimum standards for three consecutive terms, at that time benefits will be terminated.

**Refunds/Returns - Federal Title IV and Veterans Administration**

TCL adheres to Federal Program guidelines in its refund policy for Title IV, Federal Financial Aid Programs. Students receiving Title IV funds follow the same refunding schedule outlined above. However, if a student completely withdraws after the College's official award date, a return of unearned assistance is calculated for the appropriate program in accordance with federal guidelines.

Federal regulations require a student to attend all courses in which they are registered to earn the aid in which they have been awarded. Students who fail to attend class have earned no funding for the class in which they have failed to attend. All funding received for a course in which a student has failed to attend must be returned to the college immediately.

Federal regulations require that a student receiving financial assistance who withdraws from all classes prior to attending classes 60% of the term are required to return a portion of the financial aid award to the federal government. Adjustments will be made by the Financial Aid office when a student has completely withdrawn. The Business Office notifies the student of outstanding balances and any portion due to be returned as a result of a complete withdrawal.

Adjustments and refunds for the Title IV aid is administered according to current Title IV regulations

**Refunds/Returns - Veterans Benefits**

Refunds for students receiving Veterans Education Benefits will be issued to the student/veteran or returned to the Veterans Affairs Regional Offices in accordance with the current regulations and guidance of the United States Departments of Veteran Affairs.



# COLLEGE COSTS





## College Costs

### Business Regulations

Expenses are charged and payable by the semester since each semester is a separate unit of operation. All tuition and fees are due at the time of registration. Registration is not complete until all fees are paid and no student may be admitted to classes without having met all financial obligations. All payments are to be made by cash, check, debit card, American Express, Master Card or Visa credit card to the Cashier on campus or credit card payments may be made online. Payment by check is not permitted for students with a prior history of dishonored checks. There is a return check charge for any returned check given to the College. No student may re-enroll, register, graduate, or receive a TCL transcript until all accounts are settled. The term account includes any indebtedness to the College. All fees are subject to change by the Technical College of the Lowcountry.

### Tuition

- For the 2011 Fall semester, rates per semester hour are \$141 for residents of South Carolina. For the 2011 Fall semester, rates per semester hour are \$318 for out-of-state students and \$350 per semester hour for international students. **Tuition rates are subject to change. Check [www.tcl.edu](http://www.tcl.edu) for the most accurate tuition information.**
- Registration for courses at TCL incurs tuition and fee charges. A student who registers for classes at TCL agrees to the terms of the Tuition Promissory Note (See Additional Important Information-Tuition Promissory Note).
- Tuition is subject to change after the publication of this catalog.
- See the ADMISSION, ASSESSMENT & REGISTRATION section of the catalog on page 16 for information regarding Determination of Residency.

### Fees and Other Expenses

Capital Fee	\$5	Per Credit Hour
Diploma Replacement Fee	\$25	Due when reorder request is submitted
Dishonored Check Fee	\$30	Applies to each dishonored check
Experiential Credit Fee	\$35	Due prior to evaluation of learning
Registration Fee	\$50	Per semester
Transcript Fee	\$5	Due when requested
Testing Fees		
CLEP/Dantes	\$25	Due prior to test
Program Specific Fees		
Background Check	\$15	Early Care & Education, Criminal Justice, Health Science
Microsoft Exam Fee	\$60	Industrial Technology
Nursing Malpractice Insurance	\$5-15	All Health Sciences Programs
Nursing Testing Fees	\$56-104	Nursing
Rad Tech Badge	\$107	Radiologic Technology
Rad Tech Insurance	\$35	Radiologic Technology
Rad Tech Examination Fee	\$167	Radiologic Technology
Rad Tech Testing Review Fee	\$80	
Surgical Tech Badge	\$103	Surgical Technology
Surgical Tech Progress Assess Exam	\$40	Surgical Technology
Surgical Cert. Practice Exam	\$80	Surgical Technology
Surgical Cert. Test	\$190	Surgical Technology
TEAS	\$25	Health Science Applicants

**Tuition rates, fees, and refunds are subject to change without prior notice. All fees are non-refundable. For current tuition information consult the TCL website at [www.tcl.edu](http://www.tcl.edu).**

### Average Total Costs

Typical average semester expenses for a South Carolina resident, excluding room and board, transportation, tools, and personal expenses are as follows:

#### 2011 Fall Semester (without Lottery Tuition)

Tuition (assuming 12 credit hours)	\$1,692
Registration & Capital fees	\$110

Total (Approximate) \$1,802

#### Payment of Tuition/Fees

- Students may pay tuition and fees at the Cashier Office on the Beaufort campus, Hampton H. Mungin Center, New River, MCAS, or Parris Island. Students may also pay online at <http://webadvisor.tcl.edu>.
- All payments are to be made by cash, check, debit card, American Express, MasterCard or Visa credit card to the Cashier. Identification is required.
- Bank card charges are subject to receipt of authorization from the banking institution. Such charges may not be made by phone.
- A tuition payment plan administered by Tuition Management Systems is available. See [www.afford.com/tclonline](http://www.afford.com/tclonline) for more information.
- Students whose tuition and fees are paid by a sponsoring agency or employer must contact the Business Office and submit required documentation prior to registration.
- Contact the Business Office at 843-525-8252.

#### Refund Policy

Tuition refunds will be made in accordance with the College's published refund policies. Students must complete course add/drop or withdrawal procedures to be considered eligible for a refund. Refund checks to the student or appropriate sponsoring agency will be processed within fifteen business days of the receipt of the request in the Business Office. Refunds of tuition for withdrawal or net reduction of credit hours are computed according to the withdrawal or add/drop date and staff fees are not refundable:

100%	Refund	Seven (7) calendar days
50%	Refund	8th - 21st calendar day of the term
0%	Refund	After 21st day of the term

Refunds for terms that vary in length from the semester term will be prorated in proportion to the semester schedule. An administrative processing fee will be applicable to student requested refunds.

#### South Carolina Residents 60 Years of Age

- In accordance with South Carolina Act 1218 of 1974 as amended, legal residents of South Carolina who are 60 years of age or older may attend classes for credit or noncredit purposes on a space available basis without the required payment of tuition, provided that the person meets the following criteria or the fees still apply:
- You are a legal resident of South Carolina
- You meet all admission requirements
- You are not employed full-time
- Contact the Student Records Office for more information on applicable college and course fees at 843-525-8209.

**Eligible students please contact Student Records to find out when to register each semester.**

#### TCL Bookstore

The bookstore is located on the first floor in building 12, MacLean Hall. The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The cost of books is not included in registration or other fees. The TCL Bookstore is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 4:30 pm. The Bookstore conducts a book buy-back each semester. For more information, contact 843-525-8303 or visit the web at [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore).

- The Bookstore refund policies have been established to provide students with services at the lowest possible cost.
- All refunds require a TCL Bookstore receipt.
- Refunds will be given in the form in which the original purchase was made.
- Refunds will be given on textbooks, based on their condition, within the first ten days of classes, or within five days of the purchase receipt.
- Reference items and supplies are not refundable.
- Items purchased in shrink-wrap must be returned in original shrink-wrap.
- Books purchased through financial aid, sponsorship, or other designated grant will be returnable for credit only to the applicable purchase source.
- All refunds are given based on the outlined criteria and at the discretion of the TCL Bookstore manager.

### Textbook Buyback

The Bookstore offers to buy back books at the end of each semester to be used in subsequent semesters when possible. Hours of the book buy-back are posted each semester. There are many reasons that the Bookstore might not buy back books including but not limited to:

- More in stock than can be sold
- A new textbook has been adopted
- The textbook has media (CDs, disks, etc. that cannot be used again and the Division requires the media to be available to the student)
- The textbook is consumable.

### Additional Important Information

#### Administrative Withdrawal and Financial Responsibility

It is the student's responsibility to withdraw from any class he/she does not plan to attend by sending an email message to the instructor. For students who fail to complete the drop/withdrawal process and have never attended a class, the instructor will assign a "Never Attend" code in the student information system no later than ten (10) calendar days after the first day of class. The student is financially responsible for fees resulting from the administrative withdrawal. Students not attending class are not eligible for any type of financial aid.

Students who receive Title IV aid "earn" their aid by successfully attending class. The aid is not fully earned until completion of 60% of the course term. Students who totally withdraw from the College prior to this date will owe the College and/or the US Department of Education for the amount of unearned aid. For more information, contact the Financial Aid Office at 843-470-5961.

#### Dishonored Checks

Any student presenting a check to the College that is returned by the bank will be charged a \$30 processing fee for each dishonored check. Presentation of fraudulent checks is a criminal act and will be considered a violation of the Student Code. Students who pay with dishonored or fraudulent checks will be required to pay all fees and collection charges to the Beaufort County Solicitors Office. No personal checks will be accepted from students who have presented two dishonored checks in the previous three years.

#### Financial Aid and Drop/Withdrawal

Dropping or withdrawing from a class may impact a student's financial aid. Prior to dropping or withdrawing from any course(s), students must check with the Financial Aid Office to ascertain the impact of such action on their financial aid status/award. The student is financially responsible for tuition and fees resulting from the administrative withdrawal. Failure to attend the first day of class will result with the student being dropped from the course. Students are not eligible for aid in classes in which they have "not attended."

#### Transcripts Costs

Student transcripts are kept on file in the Student Records Office. A \$5 fee is charged for each transcript. Checks should be made payable to the Technical College of the Lowcountry and accompanied by a signed Transcript Release Form, available in the Student Records Office or at the TCL website [www.tcl.edu](http://www.tcl.edu). No transcript is released without the student's written permission or if the student has outstanding financial accounts with the College. ***TCL can only release transcripts on credit earned at TCL.***

#### Tuition Refund for Students Called to Active Military Service

Military students who are currently on active duty and are deployed in emergency situations to serve under unplanned conditions that would necessitate an interruption in their studies will also be eligible for tuition refund or credits. Active military students with orders in a given semester should contact Student Records at 843-525-8209.

### Tuition Promissory Note

The Tuition Promissory Note outlines student responsibility for tuition and fees resulting from registration for classes.

This note reads as follows:

*For value and services received, I promise to pay Technical College of the Lowcountry (hereafter known as "the College") tuition and fees assessed to me for courses for which I have registered. I understand and agree to pay any additional fees or charges assessed to my account related to my attending each term at the College, including but not limited to, late payment fees or parking and library fines. In the event I default on this agreement, I understand that the unpaid balance on my account will be:*

- *Placed for collection with the SC Department of Revenue Debt Setoff Program, and/or*
- *Placed with an outside collection agency.*

*Furthermore, I understand and agree to the following:*

- *That I will be prohibited from obtaining a transcript or registering from any future classes until such time as my account balance is paid in full.*
- *To pay any collection costs added to the outstanding account balance. Collection costs may not exceed 40% of the outstanding student account balance.*
- *To pay any court and/or attorney fees resulting from the enforcement of this agreement, in addition to tuition and fees due the College.*
- *That the College may repay my account balance from any Title IV funds due to me. All outstanding account balances are educational loans extended with the express understanding that future repayment shall be made to the College.*
- *That my acceptance to these terms represents a loan for an educational benefit by the College and as such, is exempt from discharge under federal bankruptcy code 11 U.S.C. 523 (a)(8).*

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of classes. Students who fail to pay tuition and fees prior to the published deadlines may be de-registered for non-payment.

Students who receive financial aid must have completed the Financial Aid application process to have aid applied to their account to avoid registration. Financial Aid recipients whose account balances are paid with student aid must have all aid posted to their account. Payments received on or after the first day of classes incur a late payment fee.

Students must pay all tuition and fees in full prior to the beginning of each semester, prior to the first day of class. Students who fail to pay tuition and fees by published deadlines are subject to deregistration for non-payment.

Students who receive financial aid must complete the FAFSA (Free Application for Federal Student Aid) to be considered for Financial Aid funding. Deadlines for FAFSA completion are posted on the TCL website ([www.tcl.edu](http://www.tcl.edu)) and are updated regularly.

Students that have completed sufficient information to estimate financial liability may be exempted from de-registration at the discretion of the Financial Aid Director. If a student has decided not to attend class for courses in which he is registered, it is the students responsibility to drop/withdraw from class prior to the first day to ensure fees are not assessed against the students account.

Students are responsible for all tuition and fees of courses in which they have registered regardless of the availability of financial aid or their financial aid status.



# **ACADEMIC REGULATIONS & INFORMATION**





## Academic Regulations and Information

### Grades

The College operates on a quality point system that is dependent on grades earned. Grades assign a rating for the quality of work in a course. Semester hour credits represent the number of credit hours for which the student registers for the semester. The grade earned determines the number of quality points per credit hour. Each grade has a grade-point equivalent. The Grade Point Average (GPA) equals the sum of quality points earned divided by the number of credit hours carried. Any prerequisite course must be completed with a grade of "C" or higher.

The following grades are recorded on transcripts and grade records at TCL.

A	Excellent	"A" indicates achievement of distinction and generates 4 quality points.
B	Above Average	"B" indicates above average achievement and generates 3 quality points.
C	Average	"C" indicates average achievement and generates 2 quality points.
D	Below Average	"D" indicates below average achievement and generates 1 quality point.
F	Failure	"F" indicates unsatisfactory achievement and generates 0 quality points.
I	Incomplete	"I" indicates an incomplete course status. It can be assigned to allow a student who has completed at least 75% of the course work, for an acceptable reason, to postpone completion of the class requirements into the following term (one semester). The terms of the "I" for completion of missing work are set by the instructor. Incomplete grades will result in a grade of "W" if the work is not completed in accordance with the terms of the "I" or by the prescribed time limit.
W	Withdrawal	"W" indicates a withdrawn course status and earns no credit hours or grade points (non-punitive).
WF	Withdraw Failing	"WF" indicates withdrawal with unsatisfactory progress. Student earns no credit hours and generates no grade points (punitive).
WP	Withdraw Passing	"WP" indicates withdrawal with satisfactory progress. Student earns no credit hours and generates no grade points (non-punitive).
CF	Carry Forward	"CF" indicates that a grade will be assigned in a subsequent term. It earns no credit hours and 0 quality points.
S	Satisfactory	"S" indicates satisfactory progress in externships, internships, and/or Continuing Education courses. It earns credit hours or Continuing Education Units (CEUs) and does not generate quality points.
U	Unsatisfactory	"U" indicates unsatisfactory progress in externships, internships, and/or Continuing Education courses. It does not earn credit hours or CEUs and does not generate quality points.
E	Exempt	"E" indicates an exemption course status and is awarded for TCL courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. It earns credit hours but no quality points.
AU	Audit	"AU" indicates an audit course status, earns no credit hours or quality points. Audit status in a course must be declared when the student registers for that course or during the schedule change (add/drop) period.
TR	Transfer	"TR" indicates a transfer course status and is given for allowable comparable TCL credits earned at other colleges or universities. It earns credit hours but no quality points.
NR	No Report	"NR" indicates a no report status for grades. On receipt of grades, the NR will be replaced with the earned grade. It earns no credit hours or quality points.
NC	No Credit	"NC" indicates insufficient mastery of content in developmental studies ("0" level courses) to progress to subsequent levels. It earns no credit hours or quality points (non-punitive).

Credits earned in developmental studies courses or transitional courses numbered less than 101 will not be creditable towards a diploma, degree or certificate and will not generate points for use in GPA calculation. While the transcript enumerates the student's complete academic record, including all courses attempted, the most recent grade earned in a course is used to calculate a student's grade point average.

### Grade Reports

Grade report information will be available to students as soon as possible following the end of the semester. Students should use WebAdvisor to view and print grades or they may submit a written request to the Student Records Office to receive an official copy for a fee. Students are encouraged to carefully review their grade information and report any errors to the Student Records Office in Building 2, Coleman Hall. Any submissions for grade changes due to clerical errors must be submitted within one calendar year of the ending date of the semester in which the grade was assigned. Grade reports will not be released for students owing past due funds to the College.

### Grade Point Average (GPA): Computation

Included in GPA computation are grades of "A, B, C, D, WF, and F." Other 'grades' do not generate credit hours or quality points. The table shows the computation of a GPA.

GPA: Total Number of Quality Points ÷ Credit Hours				
Course	Semester Hours Credit (SHC)	Grade	Quality Points per SHC	Total Quality Points Earned
ENG 101	3	B	3	9
SPA 101	4	A	4	16
ECO 211	3	C	2	6
CPT 170	3	D	1	3
TOTAL	13	-----	-----	34
GPA: Total Number of Quality Points ÷ Credit Hours $34 \div 13 = 2.62$				

### Types of Grade Point Averages

Cumulative GPA is a calculation of the average of all final course grades a student has earned at TCL. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

Term GPA is a calculation of the average of all final grades a student has earned in a specific term. It is used to determine Dean's List and President's List each term. It is also used along with term GPA to determine satisfactory academic progress.

*Note: When the same course is repeated, the most recent grade is used in the GPA calculation.*

### Academic Achievement Recognition

President's and Vice President's Lists (Academic Honors)

Technical College of the Lowcountry honors those students who have achieved high academic standards by naming them to the following honors lists:

**President's List:** Students who earn a minimum of 12 semester hours credit per term with earned grades and have achieved an overall GPA of 4.0 will be named to the President's List for that term. Students earning a grade of "I" in any course in a term will not be eligible for the President's List for that term.

**Vice President's List:** Students who earn a minimum of 12 semester hours credit with earned grades and have achieved an overall or cumulative GPA of 3.55 to 3.99 will be named to the Vice President's list for that term. Students earning a grade of "I" in any course in a term will not be eligible for the Vice President's List for that term.

**Honors List:** Part-time students who earn a minimum of six semester hours credit with earned grades of and have achieved a cumulative GPA of 3.5 or greater will be placed on the Honors List.

## Graduation Requirements

Each term, the Student Records Office will notify instructors of the graduation application deadline. Students must complete an Application for Graduation, which is available at the Student Records Office. Debts to the College, including library fines, must be cleared prior to the completion of the Application for Graduation. The completed application must be returned to the Student Records Office by the established deadline. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the term, the academic advisor will disapprove the application and work with the student to correct any deficiencies. Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.

## Residential Requirements for Graduation

Students seeking an associate degree, diploma, or certificate from Technical College of the Lowcountry must earn, through instruction at TCL, at least 25% of the semester credit hours required in the specific curriculum in which they are graduating.

## Graduation with Honors

Honors are awarded only to students in programs 30 semester hours or more in length. Students will graduate with academic honors based on the cumulative GPA.

Summa Cum Laude	4.0 Cumulative GPA
Magna Cum Laude	3.75 - 3.99 Cumulative GPA
Cum Laude	3.50 - 3.74 Cumulative GPA

## Standards for Satisfactory Academic Progress

TCL follows State Board Technical and Comprehensive Education Procedure 3-2-105.1 which states: A semester/term and cumulative grade point average (GPA) shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless the students petition the Registrar's Office.

## Standards of Progress for Credit Students

Students who are not making satisfactory academic progress (SAP) and have been placed on probation for two consecutive terms will be suspended at the end of the third term:

- **Good Standing:** Students whose term GPA and cumulative GPA are above 2.0 are in good standing for the following semester.
- **Probation:** Students whose term GPA or cumulative GPA is below 2.0 will be placed on probationary status for the next term of attendance.
- **Continued Probation:** Students whose term GPA or cumulative GPA indicate that the student is making significant academic progress but whose cumulative GPA is not yet above the minimum requirement will be placed in continued probation status for the next term of attendance.
- **Suspension:** Students whose term GPA or cumulative GPA are below 2.0 at the end of the probation term will be suspended for a minimum of one semester. Students requesting readmission to the College following suspension must submit an application for readmission to the Vice President for Student Affairs for review by the Admissions Committee. Final approval for reinstatement resides with the Vice President for Student Affairs.

## Standards of Progress for Career Development Students

A Career Development student is one who is not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrading. Applicants must meet admission requirements, complete an admission application, pay all applicable fees, and meet with a faculty advisor to discuss enrollment in courses. Career Development students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. Career Development/Non-Degree Seeking students are subject to the same standards of academic progress as students enrolled in degree programs. They may not be eligible for Federal financial assistance or veterans' benefits and may not take general education courses unless they meet all applicable placement criteria. Course prerequisites are outlined in the Course Descriptions section of this Catalog.

### **Standards of Progress for Developmental Studies (DVS) Students**

Students enrolled in one or more non-developmental studies courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental studies courses (courses numbered 001-099) must maintain satisfactory progress as measured by a grade of “C” or higher. These courses include DE Mathematics and DE Mathematics Workshop, DE Reading and DE Reading Workshop, DE English and DE English Workshop, and Intro to Composition.

When a student places into the DVS/college preparatory sequence (courses numbered 100), that sequence must be completed. Students enrolled in Developmental Studies courses must show satisfactory academic progress. Progress is measured by Arts and Sciences Division requirements in mathematics, reading and writing/English. Enrollment in Developmental Studies courses numbered 012/032 is limited to a maximum of 30 semester hours. Exceptions may be granted if students meet the College’s Standards of Progress and have the appropriate approval.

All students registered for 0 level classes are required to register for COL 105. Both courses will be taken the same semester. Students registered for 100 level classes are required to register for COL 103. Both course will be taken the same semester. If a student is enrolled in a 0 level and a 100 level course the same semester, they will only be required to take COL 105 that semester. If a student is in a 0 level course for the second time, they will be required to take COL 103.

Developmental Education classes carry institutional credit for administrative purposes such as calculating student course load and computing tuition. The credits do not apply toward graduation and are not used in computing a student’s grade point average.

*Note: Students needing a reading course at any level must take that course during the first semester at TCL.*

### **Standards of Progress for Financial Aid Recipients**

In addition to the College’s standards of progress, students receiving Federal financial and/or State financial assistance must meet all Financial Aid standards of progress. Please review the Standards of Progress or contact the Financial Aid Office for additional information.

### **Academic Honesty**

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Academic dishonesty at TCL will not be tolerated.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center and are available on the College’s website at [www.tcl.edu](http://www.tcl.edu).

### **Appropriate Use of Computing Resources**

TCL Procedure 7-1-703.6 USER RESPONSIBILITY ON USE AND DUPLICATION OF COMPUTER SOFTWARE outlines the appropriate use of the College’s computing resources. Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.

### **Appropriate Use of Electronic Devices**

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, and other electronic devices is not permitted in classrooms, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL. Such devices must be maintained in “silent” mode. Students are also not permitted to use the “text” function of these devices in instructional locations.

On-call personnel who must maintain these devices in “active” mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices and then return to complete the test. Students who by necessity must take such messages will be required to make arrangements for re-testing.

## Academic Advising

Students are assigned a faculty advisor who helps them develop a plan that leads to timely completion of the academic program. Students should confer with their academic advisors prior to the start of each semester to monitor program progress and plan for the subsequent semester. Students who place into three developmental courses are assigned an academic advisor in the Arts and Sciences Division. Students who place into at least one curriculum level course numbered 101 or higher are assigned an academic advisor in the Division in which their major is located. A student who does not meet the minimum placement scores in English, reading, and/or mathematics is assigned an advisor through the Admissions Office to develop a plan to remediate in areas of deficient skills prior to retaking the placement assessments.

## Academic Load (Overload)

The course schedule for a full-time student may range from 12-17 semester hours credit per semester, except during summer, when 9-12 semester hours credit constitutes a full load. If a student wishes to carry an academic load of more than 18 semester credit hours per semester, the student should be referred by their academic advisor to the Vice President for Academic Affairs. The Vice President will conduct a personal interview with the student and evaluate the student's ability to successfully complete the work demanded by the academic load. Approval or disapproval will be noted on the student's Datatel record prior to completing the registration process.

## Attendance

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. This process also applies to online/web based, blended/mixed mode, and live broadcast classes. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If it becomes necessary to add, drop, or withdraw from a course(s) or the College, it is the student's responsibility to initiate the College's approved withdrawal process by emailing the instructor with the course information. If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "WP" if the student had been making satisfactory progress; (2) withdraw the student from the class with a grade of "WF" if the student had been making unsatisfactory progress; or (3) withdraw the student from the class with a grade of "W" if the last day to withdraw has not occurred; or (4) examine the extenuating circumstances and allow the student to continue in the class and make up the work. For students who fail to complete the drop/withdrawal process and have never attended a class, the instructor will assign a "Never Attend" code in the student information system no later than ten calendar days after the first day of class. The student is financially responsible for tuition and fees resulting from the administrative withdrawal.

## Attendance (Online)

For all online courses, it is the student's responsibility to email the instructor during the first week of classes. The instructor will drop the student from the course if the e-mail is not received. Instructors will withdraw students from class when 90% attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. Each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once a week and access the web class at least once a week. No communication or no access *will result in the student being withdrawn from the course. The Instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login.* Students are responsible for any financial matters associated with an administrative withdrawal.

## Auditing of Courses

A student who wishes to attend a class regularly but not receive a grade or credit for it may register for audit status with the approval of the instructor of the course and the Division Dean. Audit students are expected to attend all classes. They may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete and submit a TCL Application for Admission and pay all applicable tuition and fees. Audit students are charged the same tuition rate as credit students. Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (add/drop) period for the semester. Financial aid programs and the Veterans Administration do not provide funds for auditing classes.

## Change of Major

A student who wishes to change curriculum programs (major), including a change within the same division, must complete and submit a Change of Major form. Students must meet with their current and new academic advisors to ascertain that admissions requirements for the new major have been met and to complete the form and submit to Student Records. Students receiving financial assistance or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the change of major. Upon completion of the change of major process, students will be admitted to the new program of study.



### Children on Campus

In order to promote an environment conducive to teaching and learning and to ensure that children are not left unattended or disrupt college classes or services, faculty, staff, and students shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The College cannot assume the responsibility for supervision of children of faculty, staff or students.

### Class Cancellation in Hazardous Weather

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes. A notice will be posted on the website at [www.tcl.edu](http://www.tcl.edu) as well.

### Copyright

All TCL students, staff, and faculty will adhere to and respect the provisions of the Copyright law, Title 17, U.S. Code. All students, staff, and faculty are expected to follow the law in good faith and subscribe to the spirit of protection it gives to the rights of others. For more information, see "Copyright" in the Student Handbook section of this catalog.

### Developmental Studies

TCL provides an educational program for students who need to strengthen or refresh basic skills in mathematics, reading, and/or writing/English. The purpose of developmental studies courses is to help students obtain the skills needed to successfully enter and complete academic programs. If placement scores on COMPASS fall below the required levels, students should register for Developmental Studies (DVS) courses. These courses include DE Mathematics and DE Mathematics Workshop, DE Reading and DE Reading Workshop, DE English and DE English Workshop, and Introduction to Composition. All students registered for 0 level classes are required to register for COL 105. Both courses will be taken the same semester. Students registered for 100 level classes are required to register for COL 103. Both course will be taken the same semester. If a student is enrolled in a 0 level and a 100 level course the same semester, they will only be required to take COL 105 that semester. If a student continues in a 0 level course for the second time, they will be required to take COL 103.

### Distance Education

TCL offers many courses in alternative formats. These include:

- Online or web based: These courses are offered online. There are no class meetings. All instruction is done via the Internet. Consult the course schedule flyer for information on orientation sessions. The Blackboard 24/7 Customer Support located online at [www.blackboard.com/support](http://www.blackboard.com/support). Blackboard support can also be reached at 1-877-736-2596.
- Blended or mixed mode: These courses spend up to 50% of class time online and the balance in the class room.
- Live broadcast: Live broadcast classes have an instructor in the origination classroom with students viewing the course at a TCL receive site. Consult the course schedule flyer for details.

### English Fluency of Faculty and Tutors

#### Purpose

English fluency of full-time and adjunct faculty is carefully screened during the hiring process to determine if they are proficient in the use of the English language. The College's procedure ensures that all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and that appropriate response is given to student complaints about an instructor's English fluency.

#### Procedure

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises: a) Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline or b) conduct an oral

- instructional presentation related to the subject area with at least half the presentation using the lecture method.
- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

### Student Complaint

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises outlined in the procedure.
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

### Final Exams

Exams will be given in every class at the scheduled time. The Exam Schedule is available each semester in the Course Schedule/Registration Guide. Exams for evening and at off campus sites will be given at the regularly scheduled class meeting time during exam week. Distance Education class exams for off campus sites will be given at the same time as the Beaufort campus class. Online exams are given within the time frame specified in the course syllabus.

### Experiential Credit/Credit by Exam

Apprenticeship Experiential Credit, DANTES/USAFI, Advanced Placement (AP)

Technical College of the Lowcountry recognizes that learning is a lifelong process that may occur in any number of settings in addition to the classroom. It is the policy of the College to formally recognize such experience or nontraditional learning and its subsequent translation into usable college-equivalent credits. College procedures will ensure that adequate documentation of learning experiences is provided by the student prior to the awarding of any academic credit to be recorded on the College's official records. Experiential credit will be awarded for no more than 25% of the credit hours applied toward a degree, diploma or certificate. All procedures for awarding experiential credit will reflect the current approved practices and guidelines stipulated by the Commission on Colleges of the Southern Association of Colleges and Schools. Credit is granted to skilled craft workers who have completed a standard South Carolina apprenticeship program and for related training. Credit is also granted for military training and for work completed at proprietary schools, such as business colleges, art schools, and beauty colleges. Such credit generally applies only toward a vocational program. Military students apply for experiential credit with the Military Coordinator. Other students should apply for such credit in Student Records or with an academic advisor, bringing certificates of completion, school records, or other available documentation. The student may verify the transfer of credit has been granted by viewing their transcript on WebAdvisor. For more information, students should contact their advisor.

### Credit-by-Examination

Credit-by-Examination (CBE), which gives students the opportunity to demonstrate mastery in the material covered in a TCL course, may substitute for course work. In some cases students submit written examinations covering the content of a course. In other cases, students provide performances or demonstrations of their skills in certain areas. Upon successful completion of exams, TCL will award college credit. A student may not seek CBE for a regular course that has been unsuccessfully attempted.

## **FERPA: Privacy of Student Educational Records**

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Under the Act, schools must generally afford students who are 18 years or over, or attending a postsecondary institution the following rights:

### **1. Access to Education Records**

- a. Provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a written request;
- b. Provide a student with copies of education records or otherwise make the records available to the student if the student lives outside of commuting distance of the school;
- c. Delete the names and other personally identifiable information about other students that may be included in the student's educational records.

### **2. Opportunity to Amend Education Records**

- a. Consider a request from a student to amend inaccurate or misleading information in a student's education records;
- b. Offer the student a hearing on the matter if the college official decides not to amend the records in accordance with the request;
- c. Offer the student a right to place a statement in the student's record, to be kept and disclosed with the record if, as a result of the hearing, the school still decides not to amend the record.

### **3. Disclosure of Education Records**

- a. **Directory Information** – Under FERPA, schools may disclose directory information without the written consent of the student, unless the student submits a formal request to limit disclosure of this information. Directory information may include name, address, phone number, email address, date of birth, class schedule, photograph, dates of attendance, degree(s) awarded, enrollment status, and major field of study.
- b. **Non-Directory Information** - Any education record not considered directory information may not be released to anyone, including parents of the student, without the prior written consent of the student. Non-Directory information may include: social security numbers; student identification numbers; race, ethnicity and/or nationality; gender; transcripts; grade reports.
- c. **Prior Written Consent** from the student is required before the school can legitimately disclose non-directory information to a third party. Prior written consent must include: specific records to be disclosed; stated purpose for disclosure; identify the party or class of parties to whom the disclosure is to be made; date; signature of student; signature of the school official responsible for the education record.

The school is authorized by FERPA to release non-directory information, without student consent, to the following:

- School officials and staff, to include instructors, who have a legitimate educational interest
- State or local educational authorities auditing or enforcing federal or state supported education programs or enforcing Federal laws which relate to those programs.
- Disclosure in connection with determining eligibility, amounts, and terms of financial aid or enforcing the terms and conditions of financial aid;
- Disclosure pursuant to a lawfully issued court order or subpoena.

### **4. Complaints of Alleged Violations**

Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA regulations. Complaints should be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## **Financial Responsibility and Registration for Courses**

Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with instructions and deadlines published by the College. Registration for classes incurs a financial commitment to TCL. If a student decides not to attend TCL or any of the courses for which he/she registered, action must be taken to cancel the schedule before the first day of the semester to avoid being responsible for all or a portion of your tuition and fees.

### Full-time and Part-time Students

Full-time students are those students who have matriculated into an associate degree, diploma, or certificate program and who enroll in a minimum of 12 semester hours credit per semester. Part-time students are those students who have matriculated into an associate degree, diploma, or certificate program and who enroll in a maximum of 11 semester hours credit. For more information regarding full- and part-time status as it relates to financial aid eligibility, contact the Financial Aid Office.

### Graduation Requirements

Graduation requirements vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum (major). An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required program of study.

- Graduation Application deadlines are published each semester by the Student Records Office. Students must complete and submit an Application for Graduation available at the Student Records Office and the Academic Division Offices. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the term, the academic advisor and the student will develop a plan for program completion.
- All debts to the College must be paid in full prior to the approval of the Application for Graduation.
- Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.
- Residential Requirements for Graduation: Students seeking an associate degree, diploma, or certificate from Technical College of the Lowcountry must earn through instruction at TCL at least 25% of the semester credit hours required in the specific curriculum in which they are graduating.
- The completed graduation application must be returned to the Student Records Office by the established deadline.

### Intellectual Property Rights for Students

Students have exclusive ownership of intellectual property developed on their own time and at their own expense, including the products of course assignments, subject to written agreement with external parties. The College shall have ownership of intellectual property developed by the student if the College funded development of the property, or if the College and the student entered into an agreement for the College to have ownership of the property, or to purchase the property upon completion of the development.

### Grade Review

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a grade change form to the appropriate office for processing, and will provide a copy to the student. A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning student appeal and grievance process, see TCL Student Code, pages 166-173.

### Incomplete (I) Grade

Incomplete (I) grades are assigned at the discretion of the instructor, only on request of the student and only when the student has completed at least 75% of the required work of the course. Normally, an incomplete grade is given only when a personal emergency prevents the student from finishing the work required by the end of the semester. The grade "I" represents incomplete work. "I" does not affect GPA calculation; however an "I" defaults to "WF" automatically after one semester if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements within one semester. Students must complete this work in accordance with the plan set forth by the instructor. At mid-term of the subsequent semester the grade of "I" converts to a grade of "W" unless a grade change form is submitted by the instructor assigning the earned grade. **A grade of "W" will affect GPA calculation.** No grade change may be made after one calendar year.

### Independent Study

Independent study is a contract between the student and the academic division allowing the student to undertake and earn credit for specific learning activities outside of the classroom. Tuition and fees are assessed for independent studies. The Division Dean may assign an appropriate faculty member to work with the student or deny the request. The proposal must be approved and learning activities begun prior to the end of the schedule change period (add/drop).

- Prior to the first day of class, the student may give a written request to the Division Dean requesting permission to undertake an independent study of a course in the curriculum.
- The proposal must include: a cover page available in the Division Office; a set of learning objectives; a calendar of student activities and check points for progress during the semester; an explanation of methods of evaluation; and a copy of the student's transcript.
- The instructor and student will sign the proposal. The Dean may approve, sign and forward the proposal to the Vice President for Academic Affairs or deny the proposal.
- Once approved, the course will be added to the student's schedule.
- All tuition and fees must be paid prior to the start of any learning activities.

### General Education Requirements:

The Technical College of the Lowcountry has developed learning outcomes to ensure that associate degree graduates are able to:

#### *Possess a proficiency in communication skills*

- Formulate a thesis
- Organize complex ideas
- Support ideas with appropriate evidence
- Communicate in grammatically correct English

#### *Demonstrate the ability to reason critically, carefully, and analytically*

- Identifying and evaluating the components of a problem
- Appropriately use information

For all Associate Degrees, a minimum of 15 hours of general education will be required. Students are required to take one course from each of the areas listed below and two additional electives from the Humanities/Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics areas. Check with your advisor to ensure the course you select applies to your degree program.

Humanities/Fine Arts	Social/Behavioral Sciences	Natural Science/Mathematics
ART ENG MUS PHI THE	ANT ECO GEO HIS PSC PSY SOC	BIO CHM MAT PHY

### Learning Resources Center

The Learning Resources Center (LRC) or library is located in Building 12 on the Beaufort campus. A small LRC is also located on the first floor at the New River campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of TCL's service area. The LRC houses about 22,000 print volumes, 185 periodical subscriptions, 3,000 audiovisual titles, audiovisual equipment, and a student computing laboratory. The LRC employs modern information technologies to access electronic resources, such as online journals and periodicals, and over 60,000 e-books.

### LRC Services

The LRC staff provides reference services, conducts library orientations, and other information literacy training sessions, assists in preparation of bibliographies, and gives advice on library assignments. A computing laboratory and copy machines are available for student use at both New River and Beaufort. Reference service is available to all residents in the College's service area, in person, by phone, by e-mail, and by instant messaging from the LRC website. The LRC participates with the University of South Carolina Beaufort Library and with the Beaufort County Public Library in the Lowcountry Library Federation, and with many other academic libraries in PASCAL (Partnership among South Carolina Academic Libraries). If requested materials are not available locally, they can be requested from other libraries.



Students may check out LRC materials by obtaining and presenting their valid College identification card. Passwords are required to access many of the LRC's electronic services. These may be obtained from LRC staff upon validation of student status. Students working from remote locations, including New River and the H. Mungin Center, may contact the LRC directly to request shipment of materials. Students may also ask staff to arrange shipment. Residents in the College's service area may borrow LRC materials by presenting a valid borrower's card from their county library. Circulation policies vary according to the format of the item and the type of user.

LRC hours change during semester breaks, and the LRC is closed on official holidays recognized by the College. See the LRC website at <http://www.tcl.edu/library> or call 843-525-8304 for additional information on hours or services.

### **National Student Clearinghouse**

TCL has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by telephone at (703)-742-4200.

### **Testing Center**

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (COMPASS), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses.

### **Phi Theta Kappa**

Phi Theta Kappa is a nationally recognized honor fraternity for junior college status students. To be considered for full membership (by invitation only), a student must be enrolled in an associate degree program, have a minimum cumulative GPA of 3.5 with at least 12 semester hours credit in degree level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. Phi Theta Kappa graduates wear the golden stole of their fraternity at the graduation ceremony.

### **Prerequisite/Progression Criteria**

Any course noted as a prerequisite for another course must be completed with a grade of "C" or better in order to progress to the subsequent course.

### **Repeating Courses**

When a TCL student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the most recent grade earned in that course will be used in the calculation of the student's GPA. Taking a course more than two times may have implications for students who receive financial assistance.

### **Schedule Change (Section Swap)**

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. This process also applies to online/web based, blended/mixed mode, and live broadcast classes. When a student is unable to attend any or all classes for which the student has registered, it is the student's responsibility to email their instructor through their [my.tcl.edu](mailto:my.tcl.edu) email stating your desire to drop/withdraw from the course and to pay any tuition and fees resulting from the process.

- Students may change their schedules by adding or dropping courses after their original registration through the schedule change period (section swap period). Students may swap, drop, or withdraw from course(s) during the first five class days of a semester or the first three class days of the summer term or any abbreviated semester. A refund may be processed for a reduction in credit hours from the original registration. It is the student's responsibility to complete and submit an official Add/Drop/Withdrawal form when adding courses during Section Swap. The student is responsible for any financial matters that are associated with withdrawal from the course(s).
- Students may withdraw from course(s) after the schedule change period until the last class day of the semester or abbreviated semester. A grade of "W", "WF," or "WP" is assigned based on the student's academic standing at the time of withdrawal. For students who have never attended a class, within the first ten calendar days, the instructor will assign a "Never Attend" code in the student information system. The student is responsible for any financial matters that are associated with withdrawal from the course(s).
- Students planning to withdraw from the College must meet with his/her advisor and settle all financial obligations to the College. To withdraw from the College, the student must withdraw from course(s) for which he/she is registered. The withdrawal from the College is complete when the student has withdrawn from the last course and all financial obligations are paid.

*Note: TCL reserves the right to change scheduled courses, times, dates and instructors.*

### **Transfer of Credit**

Transfer Credits from Other College/Universities (advanced standing)

If a student has taken courses at another college, official transcripts from each college/university must be sent directly to the Admissions Office. These transcripts become the property of the Technical College of the Lowcountry. Official transcripts will be evaluated by Student Records. Courses for transfer credit will be evaluated in terms of the current TCL program requirements by the academic advisor, with the assistance of the Division Dean. In cases where the course is not obviously or directly comparable, it may be necessary for the student to submit course syllabi and assignments for an in-depth evaluation of the potential equivalency of that course to one which TCL offers. **To see a list of all courses transferable to TCL, visit [www.sctrac.org](http://www.sctrac.org).** *TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. We reserve the right to correct any errors that may have been made regarding transfer of credit.*

### **Transcripts (TCL)**

Students who wish to have official copies of their TCL transcripts must submit a written request for the transcript to the Business Office and pay all applicable fees. The student may use a TCL Transcript Request Form. A minimum of three business days should be allowed to process the transcript request. More time may be required during peak business periods. Students may print unofficial transcripts using WebAdvisor. Transcripts will not be issued to students who owe funds to the College.

### **WebAdvisor**

The WebAdvisor system is a web-based interface to Datatel. Students can use WebAdvisor to register for classes, change their address, pay their bill, view their grades and transcripts, and a variety of other functions. To access WebAdvisor, point your Internet browser to <http://webadvisor.tcl.edu>. WebAdvisor is available from any computer with an Internet connection, on or off campus. Initial log on and other instructions are available on the main WebAdvisor page. For additional assistance accessing and using WebAdvisor, contact the Help Desk at 843-525-8344.

# PROGRAMS OF STUDY



# TCL PROGRAMS OF STUDY

## ASSOCIATE IN ARTS

• Associate in Arts Transfer Block	Associate Degree
• Arts, Humanities, Social Science	Associate Degree
• Early Childhood, Elementary, Special Ed	Associate Degree
• General Education & Business Transfer Block	Associate Degree
• Basic Art	Certificate
• General Education	Certificate
• General Education: Math & English Core	Certificate
• Liberal Arts Core	Certificate

## ASSOCIATE IN SCIENCE

• Associate in Science Transfer Block	Associate Degree
• Science & Math Transfer Block	Associate Degree
• Engineering Transfer Block	Associate Degree

## APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY

• Administrative Office Technology	Associate Degree
• Administrative Support	Diploma
• Medical Office Assistant	Certificate
• Word Processing	Certificate
• Office Apps for Business & Industry	Certificate
• Advanced Healthcare Case Management	Certificate

## APPLIED SCIENCE - BUILDING CONSTRUCTION TECHNOLOGY

• Rough-In Electrician	Certificate
• Finishing Electrician	Certificate
• Foundations, Framing & Renovations	Certificate
• Indoor Environmental Quality	Certificate
• Green Residential Construction Management	Certificate
• Basic Construction Technician	Certificate
• Plumbing	Certificate

## APPLIED SCIENCE - COMPUTER ASSISTED DESIGN (CAD)

• Architectural Design Technician I	Certificate
• Architectural Design Technician II	Certificate
• Basic Design Technician	Certificate
• Civil Design Technician	Certificate
• Mechanical Design Technician	Certificate

## APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY

• Civil Engineering Technology	Associate Degree
• Engineering Technology Preparation	Certificate
• Engineering Surveying	Certificate
• Civil Engineering Management	Certificate
• Highway Engineering	Certificate

## APPLIED SCIENCE - COMPUTER TECHNOLOGY

• Computer Technology	Associate Degree
• Help Desk Management	Certificate
• Webmaster	Certificate
• Programming	Certificate
• Computer Applications	Certificate
• Database	Certificate

## APPLIED SCIENCE - COSMETOLOGY

• Cosmetology	Diploma
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## APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY

• Criminal Justice Technology	Associate Degree
• Criminal Justice Technology – Transfer	Associate Degree
• Correctional Training	Certificate
• Law Enforcement Training	Certificate
• Correctional Office Administration	Certificate
• Criminal Justice & Law	Certificate
• Law Enforcement Psychology	Certificate

## APPLIED SCIENCE - EARLY CARE AND EDUCATION

• Early Care and Education	Associate Degree
• Early Childhood Development	Diploma
• Early Childhood Development	Certificate
• Child Care Management	Certificate
• Infant/Toddler Care	Certificate

## APPLIED SCIENCE - GENERAL BUSINESS

• General Business	Associate Degree
• Gen Business – Hospitality/Tourism Mgt	Associate Degree
• General Business – Golf Management	Associate Degree
• General Business – Fire Service Mgt.	Associate Degree
• General Business – Law Enforcement/Security Mgt.	Associate Degree
• Accounting	Certificate
• Entrepreneurship/Small Business	Certificate
• Management Development	Certificate
• Culinary Arts Technology – NEW	Certificate
• Hospitality Management	Certificate

## APPLIED SCIENCE - GENERAL TECHNOLOGY

• General Technology	Associate Degree
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## APPLIED SCIENCE - HVAC

• Heat Pump	Certificate
• Designing HVAC Systems	Certificate
• Commercial Refrigeration	Certificate

## APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

• Industrial Electronics Technology	Associate Degree
• Industrial Elec. Tech-Biomedical Equip	Associate Degree
• Digital Home Technology Integration - NEW	Certificate
• Basic Audio-Video Production Tech	Certificate
• Network Administrator	Certificate
• Network Engineer	Certificate
• A+ Computer Servicing	Certificate
• Alternative Energy Construction	Certificate

## APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY

• Basic Industrial Systems Technology	Certificate
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## APPLIED SCIENCE - HEALTH SCIENCES

• Associate Degree Nursing (ADN)	Associate Degree
• Physical Therapist Assistant	Associate Degree
• Radiologic Technology	Associate Degree
• Practical Nursing (PN)	Diploma
• Surgical Technology	Diploma
• Pre-Allied Health Studies	Certificate
• Massage Therapy	Certificate
• Computed Tomography	Certificate

## APPLIED SCIENCE - PARALEGAL

• Paralegal	Associate Degree
• Paralegal Specialist	Certificate

## Programs of Study

TCL offers programs in some of the Lowcountry's and the nation's fastest growing career fields. The variety of programs, small class sizes, and up-to-date technology give students the competitive edge in getting the job they want. Representatives from area businesses serve on TCL's Advisory Committees to ensure that TCL programs provide students with the skills that employers want. TCL's comprehensive financial assistance program puts college within reach of any student who desires an education. See "Course Descriptions" at the back of this catalog for descriptions of all TCL courses. See page 22 for Student Assessment Requirements.

## Degree, Diploma & Certificate Programs

TCL offers degree, diploma and certificate programs. The curriculum requirements for each program and descriptions of required and elective courses may be found in the next pages of this catalog. Course information for TCL programs is updated annually. The most current information is available at the Admissions Office or the Academic Division offering a particular program. Students admitted to the College and those who maintain continuous enrollment in a selected program of study may expect to complete programs as stated in the College catalog at the time of their admission for a period of six years, as long as the program is offered. A student who must reapply for admission enters the college under the catalog published at the time of readmission. If major revisions of curricular or program requirements have occurred, a reasonable effort will be made by the Division Dean to permit the continuously enrolled student to undertake a transitional program.

## Approved Humanities Electives for TCL's Associate Degree Programs

Below is a listing of approved humanities electives applicable to TCL's Associate Degree programs. In the pages following is information about each of TCL's Associate Degree, Diploma and Certificate programs. The Associate Degree programs will list approved humanities elective as part of their required curricula. Those electives may be chosen from the list below.

Course	Credits	Course	Credits
ART 101 Art History & Appreciation	3	HIS 101 Western Civilization to 1689	3
ART 105 Film as Art	3	HIS 102 Western Civilization Post 1689	3
ENG 201 American Literature I	3	HIS 201 American History Discovery to 1877	3
ENG 202 American Literature II	3	HIS 202 American History 1877 to Present	3
ENG 203 American Literature Survey	3	MUS 105 Music Appreciation	3
ENG 205 English Literature I	3	PHI 101 Introduction to Philosophy	3
ENG 206 English Literature II	3	PHI 106 Logic II Inductive Reasoning	3
ENG 208 World Literature I	3	PHI 110 Ethics	3
ENG 209 World Literature II	3	PHI 115 Contemporary Moral Issues	3
ENG 214 Fiction	3	SPC 210 Oral Interpretation of Literature	3
ENG 218 Drama	3	THE 101 Introduction to Theatre	3
ENG 222 Poetry	3		
ENG 230 Women in Literature	3		
ENG 236 African American Literature	3		

## College Transfer Programs

### Associate in Arts and Associate in Science

The College Transfer program provides the student with the first two years of college or university work. Students in this program can earn an Associate in Arts (AA) or Associate in Science (AS) degree. Students completing the requirements for an AA or AS degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

It is important to note that students seeking guaranteed transfer of all credits to South Carolina publicly supported colleges be enrolled in the Associate in Arts or Associate in Science College Transfer program. TCL offers other associate degrees that will transfer wholly or in part to other college/universities, but only those designated as college transfer programs guarantee full transfer. Courses that are approved for transfer to South Carolina's public universities/colleges are listed on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education's website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov). A student entering TCL should work with his/her academic advisor to select appropriate courses to develop his/her program for transfer. The student should also discuss transferring with a representative from the college/university to which he/she expects to transfer.

## Transferring Credits

All of the courses required to complete the two year AA/AS programs may be transferred to any four-year public university or college in South Carolina as well as selected out-of-state universities. Students planning to transfer to a four-year school are encouraged to plan their program with their academic advisor. Full copies of articulation agreements are available in the Admissions Office, Arts and Sciences Division, the Learning Resources Center, and the Vice President for Academic Affairs. See Transfer of Credit on page 57 of this catalog for South Carolina Transfer Guidelines.

## State Policies and Procedures

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995, revised 12/2009.

## Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education “notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education.” These duties and responsibilities include the Commission’s responsibility “to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools.” This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

## Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See page 57) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education’s website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov)

## Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
  - The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.



- Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
  - Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
    - Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
    - Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
  4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

#### **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The Statewide Transfer Blocks established in 1966 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
  - Arts, Humanities, and Social Sciences: Updated March 2009
  - Business Administration: Updated March 2009
  - Engineering: Updated March 2009
  - Science and Mathematics: Updated March 2009
  - Teacher Education: Currently being revised
  - Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina Public Associate Degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse, currently being revised.

6. Any student who has completed either an Associate for Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted.

*Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.*

#### **Related Reports and Statewide Documents**

7. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.
8. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

#### **Assurance of Quality**

9. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After the claims are evaluated, appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

#### **Statewide Publication and Distribution of Information on Transfer**

10. The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:
  - A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
  - B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

#### **Transfer Officers**

11. Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org). Transfer office personnel will:
  - Provide information and other appropriate support for students considering transfer and recent transfers.
  - Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
  - Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
  - Work closely with feeder institutions to assure ease in transfer for their students.

#### **South Carolina Transfer and Articulation Center (SCTRAC)**

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies -- including courses in the "free elective" category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated

as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

### Approved Courses for AA and AS College Transfer Program

Below is a listing, revised in 2009, of all TCL courses transferable to public four-year colleges and universities in South Carolina. Again, it is ultimately the student's responsibility to ensure they take only those courses which will transfer. These courses were agreed upon by colleges and universities in South Carolina under SC Act 137 of 1997.

ACC 101	Accounting Principles I	3 Credits	HIS 102	Western Civilization Post 1689	3 Credits
ACC 102	Accounting Principles II	3 Credits	HIS 201	Amer. History Discovery to 1877	3 Credits
ANT 101	General Anthropology	3 Credits	HIS 202	Amer. History 1877 to Present	3 Credits
ART 101	Art History & Appreciation	3 Credits	MAT 110	College Algebra	3 Credits
ART 105	Film as Art	3 Credits	MAT 111	College Trigonometry	3 Credits
AST 101	Solar System Astronomy	4 Credits	MAT 120	Probability and Statistics	3 Credits
AST 102	Stellar Astronomy	4 Credits	MAT 122	Finite College Math	3 Credits
BIO 101	Biological Science I	4 Credits	MAT 130	Elementary Calculus	3 Credits
BIO 102	Biological Science II	4 Credits	MAT 140	Analytical Geo & Calc I	4 Credits
BIO 210	Anatomy & Physiology I	4 Credits	MAT 141	Analytical Geo & Calc II	4 Credits
BIO 211	Anatomy & Physiology II	4 Credits	MAT 240	Analytical Geo & Calc III	4 Credits
BIO 225	Microbiology	4 Credits	MAT 242	Differential Equations	4 Credits
CHM 110	College Chemistry I	4 Credits	MUS 105	Music Appreciation	3 Credits
CHM 111	College Chemistry II	4 Credits	PHI 101	Introduction to Philosophy	3 Credits
CHM 112	College Chemistry II	4 Credits	PHI 105	Introduction to Logic	3 Credits
CHM 211	Organic Chemistry I	4 Credits	PHI 106	Logic II Inductive Reasoning	3 Credits
CHM 212	Organic Chemistry II	4 Credits	PHI 110	Ethics	3 Credits
ECO 210	Macroeconomics	3 Credits	PHI 115	Contemporary Moral Issues	3 Credits
ECO 211	Microeconomics	3 Credits	PHY 201	Physics I	4 Credits
ENG 101	English Composition I	3 Credits	PHY 202	Physics II	4 Credits
ENG 102	English Composition II	3 Credits	PHY 221	University Physics I	4 Credits
ENG 201	American Literature I	3 Credits	PHY 222	University Physics II	4 Credits
ENG 202	American Literature II	3 Credits	PHY 223	University Physics III	4 Credits
ENG 203	American Literature Survey	3 Credits	PSC 201	American Government	3 Credits
ENG 205	English Literature I	3 Credits	PSC 215	State and Local Government	3 Credits
ENG 206	English Literature II	3 Credits	PSY 201	General Psychology	3 Credits
ENG 208	World Literature I	3 Credits	PSY 203	Human Growth & Development	3 Credits
ENG 209	World Literature II	3 Credits	PSY 208	Human Sexuality	3 Credits
ENG 214	Fiction	3 Credits	PSY 212	Abnormal Psychology	3 Credits
ENG 218	Drama	3 Credits	SOC 101	Introduction to Sociology	3 Credits
ENG 222	Poetry	3 Credits	SOC 102	Marriage and the Family	3 Credits
ENG 230	Women in Literature	3 Credits	SOC 205	Social Problems	3 Credits
ENG 236	African American Literature	3 Credits	SOC 206	Social Psychology	3 Credits
ENG 260	Adv. Technical Communications	3 Credits	SOC 210	Juvenile Delinquency	3 Credits
FRE 101	Elementary French I	4 Credits	SOC 220	Sociology of the Family	3 Credits
FRE 102	Elementary French II	4 Credits	SOC 235	Thanatology	3 Credits
FRE 201	Intermediate French I	3 Credits	SPA 101	Elementary Spanish I	4 Credits
FRE 202	Intermediate French II	3 Credits	SPA 102	Elementary Spanish II	4 Credits
GER 101	Elementary German I	4 Credits	SPA 201	Intermediate Spanish I	3 Credits
GER 102	Elementary German II	4 Credits	SPA 202	Intermediate Spanish II	3 Credits
GEO 101	Intro to Geography	3 Credits	SPC 205	Public Speaking	3 Credits
GEO 102	Regional World Geography	3 Credits	SPC 210	Oral Interpretation of Literature	3 Credits
HIS 101	Western Civilization to 1689	3 Credits	THE 101	Intro to Theatre	3 Credits

## Articulation and Transfer

TCL participates in a statewide articulation agreement with South Carolina's publicly supported colleges and universities (see Transferring Credits, p. 50). Courses covered by the Statewide Articulation agreement are listed on the previous page. In addition to the courses included in the statewide agreement, many courses transfer from TCL to senior institutions both in and out-of-state. Students should check with institutions to which they are seeking admission to determine the particular courses and the exact number of credits that college/university may accept in transfer.

Publicly supported colleges/universities in South Carolina include but are not limited to The Citadel, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, Medical University of South Carolina, South Carolina State University, University of South Carolina - Columbia, University of South Carolina - Beaufort, University of South Carolina - Aiken, University of South Carolina - Upstate, Winthrop University.

The following is a partial list of senior institutions that have accepted credit from the Technical College of the Lowcountry:

### South Carolina Public Colleges and Universities:

- The Citadel
- Clemson-Milcert - College of Education
- College of Charleston
- Francis Marion University
- Medical University of South Carolina - College of Nursing
- South Carolina State University - Orangeburg
- University of South Carolina - Beaufort
- University of South Carolina - Spartanburg
- University of South Carolina - Aiken
- University of South Carolina - Salkehatchie
- USC - College of Nursing - Main Campus
- USC - College of Applied Professional Science - Main Campus
- Winthrop University

### South Carolina Private Colleges and Universities:

- Benedict College
- Charleston Southern University
- Claflin University
- Coker College
- Converse College
- Johnson & Wales University
- Limestone University
- Newberry College
- South Carolina Criminal Justice Academy
- South University

### Out-of-State Colleges and Universities:

- Armstrong Atlantic State University
- East Tennessee State University
- Embry-Riddle Aeronautic University
- Fisk University
- Jones International University
- Lemoyne/Owens College
- Paine University
- Park University
- Philander Smith College
- Saint Augustine University
- Savannah State University
- Savannah Technical College
- Shaw University
- Southern Illinois University
- Tennessee State University
- University of Memphis (Fire service)
- University of Phoenix

# DEFINITIONS OF TERMS

**Admission** – Acceptance of a candidate for enrollment.

**Admit Status** – A student's status (First-time freshman, Transient, High School Student, First-time Transfer, Readmit, and Special) upon admission.

**Advanced Standing** – Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

**Advisor, Advisee** – The advisor is the individual assigned to help students with their academic program. The student is called the advisee.

**Arts and Sciences Division** – Associate in Arts, Associate in Science, Associate in Applied Science Early Care and Education, Developmental Studies, General Education, and Liberal Arts.

**Associate Degree** – A degree awarded upon successful completion of at least 60 hours of designed college level work.

**Average, Grade Point** – A measure of average scholastic success obtained by dividing the number of grade (quality) points earned by the total number of hours of coursework.

**Business Technologies Division** – Administrative Office Technology, Computer Technology, Criminal Justice Technology, Culinary Arts Technology, General Business, Paralegal.

**Certificate (Earned)** - Title bestowed as official recognition for the completion of a designed curriculum.

**Corequisite** – Courses a student must take with another course.

**Course** – Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

**Course Number** – Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., zero level courses (development), 100 level courses (bridge) above 100 level courses (freshman), 200 level courses (sophomore).

**Course Prerequisite** – A preliminary requirement that must be met before a certain course may be taken.

**Course Section** – Identifies section number and distinguishes it from other sections in the same subject matter. This usually indicates type of sections, i.e., 01 day section, 10 night section, 70 distance learning section.

**Credit Hours (Semester Hours)** – A unit measure of instruction. For example: 40 hours of instruction equals three semester hours.

**Curriculum** – The whole body of courses offered for study.

**Degree (Earned)** – Title bestowed as official recognition for the completion of a designed curriculum.

**Degree Student** – One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program.

**Department** – An academic discipline which offers instruction in a particular branch of knowledge, e.g. Associate in Arts, Computer Technology, Radiologic Technology, Civil Engineering Technology, etc.

**Deregister** - Each registration period has specific payment deadlines for tuition and fees. If a student does not meet the payment deadline, the student will be removed (purged or deregistered) from the class roster for those classes and he/she must re-register or risk being permanently removed from the classes. The fee payment deadlines apply to all students, including those on Financial Aid.

**Developmental Studies** – A program of studies in various areas designed to give the student background prerequisite to college level studies.

**Diploma (Earned)** - Title bestowed as official recognition for the completion of a designed curriculum.

**Division** - An administrative unit comprised of a group of related academic departments. (Arts and Sciences, Business Technologies, Health Sciences, Industrial Technology)

**Drop** – Resignation from a class or classes during the section swap period. Dropping from a class may impact a student's financial aid. The student is financially responsible for tuition and fees.

**ECCO** – Early College Credit Opportunities (Dual Enrollment); college courses for students dually enrolled in high school and at TCL.

**Elective** – A subject or course which the student may choose as distinguished from courses which are required.



**Evening Classes** – Any class beginning at 5:00 p.m. or later.

**FAFSA (Free Application for Federal Student Aid)** – The first step in applying for federal financial assistance. Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Full-Time Student** – A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 15 semester hours.

**Health Sciences Division** – Massage Therapy, Nursing, Radiologic Technology, Surgical Technology, Physical Therapy, Computed Tomography

**Humanities** – An elective course that must be chosen to complete the humanities requirement for associate degree programs.

**Incomplete Grade** – For a grade of Incomplete (I) to be requested a student must have completed at least 75% of required work in a course.

**Industrial Technology Division** – Building Construction Technology, Civil Engineering Technology, CAD, Cosmetology, General Technology, HVAC, Industrial Electronics Technology, Industrial Maintenance Technology, and Radio & Television.

**Non-Degree Seeking / Career Development** – A student who is not pursuing an associate degree program.

**Part-Time Student** – A student enrolled for less than 12 hours of academic course work.

**Prerequisite** – A course / courses a student must successfully complete with a grade of “C” or higher prior to enrolling for a particular course.

**President’s List** – An honor awarded to students who have attained a GPA of 4.0 during a semester in which a minimum of 12 hours of college level credit is completed.

**Programs of Study (Major)** – An area of concentration for study that leads to earning a certificate, diploma, or degree.

**Re-admit** – The act of readmitting a student after absence of more than two semesters or probation/suspension.

**Residency** – Refers to whether or not a student qualifies for in-state tuition fees.

**Schedule Changes** – The act of changing a student’s original schedule during the section swap period.

**Semester** – One of any three terms during which courses are offered by the college (Fall, Spring, Summer).

**Student Aid** – Financial assistance for college expenses through any form of grants, scholarships, loans, or work.

**Suspension** – Involuntary separation of the student from the college.

**Syllabus** – An outline for an academic course; includes assignments, exam dates, grading practices, etc.

**Transcript** – The official record of completed courses and the grades made.

**Transfer Credits** – The number of course credits taken by a student at one college that another college accepts.

**Transfer Student** – A student who has attended one or more colleges and is admitted to another.

**Transient Student** – A student in good standing in one college who is taking courses which will transfer back to the original college.

**Tuition** – The per credit hour cost of college.

**Vice-President’s List** – An honor awarded to students who have attained a grade point average of 3.5 – 3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

**Withdrawal from College** – Resignation from all classes and college following the procedures outlined in the college catalog.

**Withdrawal from Courses** – A release from enrollment in one or all courses. An official withdrawal occurs when either a student completes and submits the necessary paperwork or an instructor completes and submits the necessary paperwork for an administrative withdrawal. Withdrawing from a class may impact a student’s financial aid. The student is financially responsible for tuition and fees resulting from an administrative withdrawal.



# NOTES



# ACADEMIC DIVISIONS

# ARTS AND SCIENCES DIVISION

## ASSOCIATE IN ARTS

- |   |                  |
|---|------------------|
| • Associate in Arts Transfer Block            | Associate Degree |
| • Arts, Humanities, Social Science            | Associate Degree |
| • Early Childhood, Elementary, Special Ed     | Associate Degree |
| • General Education & Business Transfer Block | Associate Degree |
| • Basic Art                                   | Certificate      |
| • General Education                           | Certificate      |
| • General Education: Math & English Core      | Certificate      |
| • Liberal Arts Core                           | Certificate      |

## ASSOCIATE IN SCIENCE

- |                                       |                  |
|---------------------------------------|------------------|
| • Associate in Science Transfer Block | Associate Degree |
| • Science & Math Transfer Block       | Associate Degree |
| • Engineering Transfer Block          | Associate Degree |

## APPLIED SCIENCE - EARLY CARE AND EDUCATION

- |                               |                  |
|-------------------------------|------------------|
| • Early Care and Education    | Associate Degree |
| • Early Childhood Development | Diploma          |
| • Early Childhood Development | Certificate      |
| • Child Care Management       | Certificate      |
| • Infant/Toddler Care         | Certificate      |

## Associate in Arts (AA)

Degree: Associate in Arts

Major: Associate in Arts

### Minimum Credits Required for Graduation: 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

### TCL offers a number of AA transfer blocks, including:

- Associate in Arts Transfer Degree
- Arts, Humanities and Social Sciences Transfer Block
- General Education and Business Transfer Block
- Early Childhood, Elementary and Special Education Transfer Block

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students but will not be admitted into the AA program until all requirements are met.

Associate in Arts			Arts, Humanities & Social Sciences Transfer Block		General Education & Business Transfer Block			Early Childhood, Elementary & Special Education Transfer Block	
A) Major (15-17 credit hours)	Select 15 credits from the transfer list from the following areas:  Anthropology, Art, English, Geography, History, Economics, Music, Psychology, Philosophy, Sociology, Speech, Theatre or any Foreign Language.	15	Select one of the following: ART 101 ART 108 MUS 105 THE 101 Select one of the following: SPA 101 Select one of the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, PHI 101, PHI 110  Select 5-7 credits from the transfer list	3  4  3  5-7	Select one of the following sequences: SPA 101, SPA 102  Select two of the following: ART 101 ENG 205, ENG 206 HIS 101, HIS 102 (Complete sequence)  Select 3 credits from the transfer list	8  6  3	ART 101 MUS 105 HIS 102  Select one of the following: ENG 208 ENG 209  Select 3 credits from transfer list	3 3 3  3  3	
B) Electives and Other Courses Required for Graduation (18-20 credit hours)	Select one of the following: CPT 101 CPT 170  Select 15 credits from the transfer list	3  15	MAT 120 Select one of the following: CPT 101 CPT 170 Select one of the following: SPA 102 Select one of the following: sequences BIO 101, BIO 102 CHM 110, 111 PHY 201, 202 PHY 221, 222	3 3 4  8	ACC 101 ACC 102 BIO 101 Select one of the following: CPT 101 CPT 170 Select one of the following: BIO 102 CHM 105 CHM 110 CHM 111 PHY 221 Select 3 credits from the transfer list	3 3 4 3 4  3	BIO 101 Select one of the following: CPT 101 CPT 170 Select one of the following: CHM 105 PHY 201 Select 7-9 credits from transfer list	4 3 3 4 7-9	
C) General Education (27-32 credit hours)	ENG 101 ENG 102 SPC 205 MAT 110 PSY 201 PSC 201 ECO 210 Select one of the following Higher Math Lab Science Select one of the following HIS 101 HIS 102	3 3 3 3 3 3 3 3/4 3	ENG 101 ENG 102 SPC 205 MAT 110 Select one of the following: MAT 130, MAT 140, MAT 141 Select one of the following: HIS 101 HIS 102 Select three of the following: PSY 201 SOC 101 PSC 201 ECO 210 ECO 211	3 3 3 3 3/4 3 9	ENG 101 ENG 102 SPC 205 MAT 110 ECO 210 ECO 211 Select one of the following: MAT 130 MAT 140 and 141 Select one of the following: PSY 201 SOC 101 PSC 201 Select one of the following: HIS 101 HIS 102	3 3 3 3 3 3 3/4 3 3	ENG 101 ENG 102 SPC 205 MAT 110 ECO 210 HIS 101 PSC 201 Select one of the following: MAT 130 MAT 140 Select one of the following: PSY 201 SOC 101	3 3 3 3 3 3 3/4 3	
Total Hours Required For Completion	60-61		60-63		64-69		60-63		

**SAMPLE CURRICULUM\* – Associate in Arts**

<b>First Year – Fall Semester</b>				<b>Second Year – Fall Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
CPT	101	Introduction to Computers*	3 0 3	PSC	201	American Government	3 0 3
ENG	101	English Composition I	3 0 3	SPC	205	Public Speaking	3 0 3
HIS	101	Western Civilization to 1689	3 0 3	***	***	Major Elective **	3 0 3
MAT	110	College Algebra	3 0 3	***	***	Major Elective **	3 0 3
***	***	Required Elective++	3 0 3	***	***	Required Elective ++	3 0 3
			Credits 15				Credits 15
<b>First Year – Spring Semester</b>				<b>Second Year – Spring Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
ENG	102	English Composition II	3 0 3	ECO	210	Macroeconomics	3 0 3
PSY	201	General Psychology	3 0 3	***	***	Major Elective **	3 0 3
MAT	120	Probability & Statistics*	3 0 3	***	***	Major Elective **	3 0 3
***	***	Major Elective**	3 0 3	***	***	Required Elective ++	3 0 3
***	***	Required Elective ++	3 0 3	***	***	Required Elective ++	3 0 3
			Credits 15				Credits 15

\*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

\*\* 15 Credit Hours from any of the following: ART, ECO, ENG, HIS, MUS, PHI, PSY, SOC, SPC, and any foreign language.

++ See Page 56 for List of Approved Courses.

**SAMPLE CURRICULUM\* – Arts, Humanities & Social Sciences Transfer Block**

<b>First Year – Fall Semester</b>				<b>Second Year – Fall Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
BIO	101	Biological Science I	3 3 4	CPT	101	Introduction to Computers	3 0 3
ENG	101	English Composition I	3 0 3	MAT	130	Elementary Calculus	3 0 3
HIS	101	Western Civilization to 1869	3 0 3	PSC	201	American Government	3 0 3
MAT	110	College Algebra	3 0 3	PHI	101	Introduction to Philosophy	3 0 3
SPA	101	Elementary Spanish I	4 0 4	***	***	Major Elective	3 0 3
			Credits 17				Credits 15
<b>First Year – Spring Semester</b>				<b>Second Year – Spring Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
BIO	102	Biological Science II	3 3 4	ART	101	Art Appreciation	3 0 3
ENG	102	English Composition II	3 0 4	ECO	210	Macroeconomics	3 0 3
PSY	201	General Psychology	3 0 3	SPC	205	Public Speaking	3 0 3
MAT	120	Probability & Statistics	3 0 3	***	***	Major Elective	3 0 3
SPA	102	Elementary Spanish II	4 0 4				Credits 12
			Credits 17				

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

++ See Page 56 for List of Approved Courses.

**SAMPLE CURRICULUM – General Education & Business Transfer Block**

<b>First Year – Fall Semester</b>				<b>Second Year – Fall Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
BIO	101	Biological Science I	3 3 4	ACC	101	Accounting Principles I	3 0 3
ENG	101	English Composition I	3 0 3	MAT	130	Elementary Calculus*	3 0 3
HIS	101	Western Civilization to 1689*	3 0 3	CPT	101	Introduction to Computers*	3 0 3
MAT	110	College Algebra	3 0 3	ECO	210	Macroeconomics	3 0 3
SPA	101	Elementary Spanish I*	4 0 4	SPC	205	Public Speaking	3 0 3
			Credits 17	***	***	Major Elective++	3 0 3
							Credits 15
<b>First Year – Spring Semester</b>				<b>Second Year – Spring Semester</b>			
			<b>Lec Lab Cr</b>				<b>Lec Lab Cr</b>
BIO	102	Biological Science II	3 3 4	ACC	102	Accounting Principles II	3 0 3
ENG	102	English Composition II	3 0 3	ART	101	Art Appreciation*	3 0 3
PSY	201	General Psychology	3 0 3	ECO	211	Microeconomics	3 0 3
HIS	102	Western Civilization Post 1689*	3 0 3	SPC	205	Public Speaking	3 0 3
SPA	102	Elementary Spanish II*	4 0 4	***	***	Required Elective++	3 0 3
			Credits 17				Credits 15

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

++ See Page 56 for List of Approved Courses.

## SAMPLE CURRICULUM - Early Childhood, Elementary & Special Education Transfer Block

First Year - Fall Semester				Second Year - Fall Semester			
			Lec Lab Cr				Lec Lab Cr
BIO	101	Biological Science I	3 3 4	CHM	110	College Chemistry I*	3 3 4
ENG	101	English Composition I	3 0 3	MAT	130	Elementary Calculus*	3 0 3
HIS	101	Western Civilization to 1869	3 0 3	MUS	105	Music Appreciation	3 0 3
MAT	110	College Algebra	3 0 3	PSC	201	American Government	3 0 3
***	***	Major Elective++	3 0 3	***	***	Required Elective++	3 0 3
Credits 16				Credits 16			
First Year - Spring Semester				Second Year - Spring Semester			
			Lec Lab Cr				Lec Lab Cr
CPT	101	Introduction to Computers*	3 0 3	ART	101	Art History & Appreciation	3 0 3
ENG	102	English Composition II	3 0 3	ECO	210	Macroeconomics	3 0 3
HIS	102	Western Civilization Post 1869	3 0 3	ENG	208	World Literature I*	3 0 3
PSY	201	General Psychology*	3 0 3	SPC	205	Public Speaking	3 0 3
***	***	Required Elective**	3 0 3	***	***	Required Elective++	3 0 3
Credits 15				Credits 15			

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

++ See Page 56 for List of Approved Courses.



## Associate in Science (AS)

Degree: Associate in Science

Major: Associate in Science

### Minimum Credits Required for Graduation: 60

The Associate in Science (AS) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as biology, chemistry, agriculture, dentistry, medicine, pharmacy, physics, engineering, mathematics, textiles, or veterinary medicine. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

### TCL offers a variety of AS Transfer Blocks including:

- Associate in Science Transfer Degree
- Science and Mathematics Transfer Block
- Engineering Transfer Block

There are additional AS transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Science (AS) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AS degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students but will not be admitted into the AS program until all requirements are met.

ASSOCIATE IN SCIENCE			SCIENCE AND MATH TRANSFER BLOCK		ENGINEERING TRANSFER BLOCK	
A) Major (15 credit hours)	MAT 110  Select 12 credits from the transfer list from the following areas:  Biology, Chemistry, Physics, Mathematics	3  12	MAT 110 MAT 140 MAT 141 PHY 221	3 4 4 4	MAT 110 MAT 140 MAT 141 PHY 221	3 4 4 4
B) Electives and Other Courses Required for Graduation (16-18 credit hours)	Select one of the following: CPT 101 CPT 170  Select 13-15 credits from the transfer list	3  13-15	PHY 222  Select one of the following: CPT 101 CPT 170 Select one of the following sequences: FRE 101, FRE 102 GER 101, GER 102  Select one English Literature course from the transfer list	4  3  8  3	Select one of the following: CPT 101 CPT 170 Select one of the following: ENG 205 ENG 206 ENG 208 ENG 209  Select one EGR Course  Select 7-9 credits from transfer list	3  3  3  3  7-9
C) General Education (29 credit hours)	ENG 101 ENG 102 SPC 205 Lab Science Sequence Select one of the following: HIS 101 HIS 102 Select one of the following: ART 101 MUS 105 THE 101 Select two of the following: PSY 201 ECO 210 PSC 201	3 3 3 8 3 3 3 3 6	ENG 101 ENG 102 SPC 205 CHM 110 CHM 111 Select one of the following: HIS 101 HIS 102 Select one of the following: ART 101 MUS 105 THE 101 Select two of the following: PSY 201 or higher SOC 101 or higher ECO 210 ECO 211 PSC 201 PSC 215	3 3 3 4 4 3 3 3 6	ENG 101 ENG 102 SPC 205 CHM 110 CHM 111 HIS 101  Select one of the following: ART 101 MUS 105 THE 101  Select two of the following: PSY 201 ECO 210 PSC 201	3 3 3 4 4 3  3  6
Total Hours Required For Graduation	60-62		62		60-62	

### SAMPLE CURRICULUM - Associate in Science

First Year - Fall Semester					Second Year - Fall Semester						
BIO	101	Biological Science I*	3	3	4	ECO	210	Macroeconomics*	3	0	3
ENG	101	English Composition I	3	0	3	MAT	120	Probability & Statistics*	3	0	3
HIS	101	Western Civilization to 1689*	3	0	3	MAT	122	Finite Math*	3	0	3
MAT	110	College Algebra	3	0	3	SPC	205	Public Speaking	3	0	3
PSY	201	General Psychology*	3	0	3	***	***	Required Elective++	4	0	4
Credits 16					Credits 16						
First Year - Spring Semester					Second Year - Spring Semester						
ART	101	Art Appreciation*	3	0	3	CPT	101	Introduction to Computers*	3	0	3
BIO	102	Biological Science II*	3	3	4	MAT	130	Elementary Calculus*	3	0	3
ENG	102	English Composition II	3	0	3	***	***	Required Elective++	3	0	3
MAT	111	College Trigonometry*	3	0	3	Credits 12					
***	***	Required Elective++	3	0	3						
Credits 16											

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

++ See Page 56 for List of Approved Courses.

### SAMPLE CURRICULUM - Science and Math Transfer Block

First Year - Fall Semester					Second Year - Fall Semester						
			Lec	Lab	Cr				Lec	Lab	Cr
CHM	110	College Chemistry I	3	3	4	ART	101	Art Appreciation*	3	0	3
ENG	101	English Composition I	3	0	3	ECO	210	Macroeconomics*	3	0	3
GER	101	Elementary German I*	4	0	4	MAT	140	Analytical Geo & Calc I•	4	0	4
HIS	101	Western Civilization to 1689*	3	0	3	PHY	221	University Physics I	4	0	4
MAT	110	College Algebra	3	0	3	Credits 14					
Credits 17											
First Year - Spring Semester					Second Year - Spring Semester						
			Lec	Lab	Cr				Lec	Lab	Cr
CHM	111	College Chemistry II*	3	3	4	ENG	205	American Literature I*	3	0	3
CPT	101	Introduction to Computers*	3	0	3	MAT	141	Analytical Geo & Calc II•	4	0	4
ENG	102	English Composition II	3	0	3	PHY	222	University Physics II	4	0	4
GER	102	Elementary German II*	4	0	4	SPC	205	Public Speaking	3	0	3
PSY	201	General Psychology*	3	0	4	Credits 14					
Credits 17											

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

• Prerequisites must be met before enrollment.

### SAMPLE CURRICULUM - Engineering Transfer Block

First Year - Fall Semester					Second Year - Fall Semester						
CHM	110	College Chemistry I	3	3	4	ART	101	Art Appreciation*	3	0	3
CPT	101	Introduction to Computers*	3	0	3	ECO	210	Macroeconomics*	3	0	3
ENG	101	English Composition I	3	0	3	MAT	140	Analytical Geo & Calc I•	4	0	4
HIS	101	Western Civilization to 1689	3	0	3	PHY	221	University Physics I	4	0	4
MAT	110	College Algebra	3	0	3	Credits 14					
Credits 16											
First Year - Spring Semester					Second Year - Spring Semester						
CHM	111	College Chemistry II	3	3	4	ENG	208	World Literature I*	3	0	3
ENG	102	English Composition II	3	0	3	MAT	141	Analytical Geo & Calc II•	4	0	4
SPC	205	Public Speaking	3	0	3	***	***	EGR Elective	3	0	3
PSY	201	General Psychology*	3	0	3	***	***	Required Elective++	4	0	4
***	***	Required Elective++	3	0	3	Credits 14					
Credits 16											

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

• Prerequisites must be met before enrollment.

++ See Page 38 for List of Approved Courses.

## ARTS and SCIENCES CERTIFICATES

Certificates: Basic Art, General Education, General Education: Math & English Core, and Liberal Arts Core.

### BASIC ART CERTIFICATE

**Program Description:** The Basic Art certificate program is designed to extend the humanities related courses and provides access to the study of visual arts. It complements and extends the current Art History and Appreciation humanities offerings and provides an introduction to drawing, painting, and watercolor.

Required Major Courses			Lec	Lab	Cr
ART	107	History or Early Western Art	3	0	3
ART	108	History of Western Art	3	0	3
ART	111	Basic Drawing	3	0	3
ART	205	Survey of Materials	3	0	3
ART	211	Introduction to Painting	3	0	3
ART	212	Introduction to Watercolor	3	0	3
					Credits 18

### GENERAL EDUCATION CERTIFICATE

**Program Description:** The General Education certificate program is designed for the student who wishes to complete the general education courses required of degree students. The courses address the basic core competencies required of all students.

Required Major Courses			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3

#### Select one of the following:

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3

#### Select one of the following:

HIS	101	Western Civilization to 1689	3	0	3
HIS	102	Western Civilization Post 1689	3	0	3
					Credits 15

### GENERAL EDUCATION: MATH and ENGLISH CORE CERTIFICATE

**Program Description:** The General Education: Math & English Core certificate program is for students interested in the general education Math & English Core. The elective credits provide academic flexibility.

Required Major Courses			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
***	***	Suggested Elective*	3	0	3

#### Select one of the following:

ENG	201	American Literature I	3	0	3
ENG	205	English Literature I	3	0	3
					Credits 18

\* See College Transfer Course List on Page 56.

## LIBERAL ARTS CORE CERTIFICATE

**Program Description:** The Liberal Arts Core certificate program is for students interested in the general education core. The elective credits provide academic flexibility. Traditional, non-traditional, and dual credit students will benefit from access to this certificate program.

Required Major Courses			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
HIS	101	Western Civilization to 1689+	3	0	3
HIS	102	Western Civilization Post 1689+	3	0	3
MAT	110	College Algebra	3	0	3
MAT	111	College Trigonometry	3	0	3
***	***	Suggested Elective*	3	0	3
***	***	Suggested Elective*	3	0	3
					Credits 24

*Suggested Electives			Lec	Lab	Cr
CPT	101	Introduction to Computers**	3	0	3
CPT	170	Computer Applications**	3	0	3
ECO	210	Macroeconomics	3	0	3
ENG	201	American Literature I	3	0	3
ENG	202	American Literature II	3	0	3
ENG	205	English Literature I	3	0	3
ENG	206	English Literature II	3	0	3
ENG	208	World Literature I	3	0	3
ENG	209	World Literature II	3	0	3
PSC	201	American Government	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
SOC	101	Introduction to Sociology	3	0	3

+ HIS 201 US History Discovery to 1877 & HIS 202 US History 1877 to Present may be substituted for HIS 101 & HIS 102.

## EARLY CARE AND EDUCATION

**Degree:** Associate in Applied Science

**Major:** Early Care and Education

**Minimum Credits for Graduation:** 63

**Program Description:** The Early Care and Education (ECE) associate degree offers a practical and theoretical approach to the study of childcare and education for children. The program is designed to help students currently experienced advance to management positions or students with the desire to work in the field. It thoroughly prepares students in developmentally appropriate practice and learning environments, teaching strategies, growth and development, guidance practices, the needs of young children with an emphasis on the exceptional child and utilization of community and family relationships. Many of the courses include a weekly hands-on lab so that students can apply their knowledge to the day care setting. This degree is not transferable to a four-year teacher education program. The Early Childhood Associate Degree Program at TCL is accredited by the National Association for the Education of Young Children (NAEYC).

Students applying to the Early Care and Education associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the ECE associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) or Probability and Statistics (MAT 120) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing College directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcripts must at the TCL Admissions Office before a student can register in the ECE program.
- Students lacking these requirements may register for ECD 101 as career development students but will not be admitted to the certificate, diploma or degree programs until all requirements are met.
- Students will be required to have a current negative tuberculin skin test or, if positive, a negative chest x-ray.
- Students must obtain a SLED criminal background check prior to acceptance into the program.

Required Major Courses			Lec	Lab	Cr
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	2.5	1.5	3
ECD	105	Guidance & Classroom Management	3	0	3
ECD	107	Exceptional Child	2.5	1.5	3
ECD	135	Health, Safety, & Nutrition	3	0	3
ECD	203	Growth & Development II	2.5	1.5	3
ECD	243	Supervised Field Experience I	1	6	3
			Credits		21

Required Related Courses			Lec	Lab	Cr
ECD	106	Observation of Young Children	2.5	1.5	3
ECD	108	Family & Community Relations	2.5	1.5	3
ECD	109	Administration & Supervision	3	0	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	2.5	1.5	3
ECD	133	Science & Math Concepts	3	0	3
ECD	201	Principles of Ethics & Leadership	3	0	3
ECD	237	Methods & Materials	2.5	1.5	3
ECD	252	Diversity Issues in Early Care and Ed	2.5	1.5	3
			Credits		27

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	120	Probability and Statistics	3	0	3
			Credits		15

## SAMPLE CURRICULUM - Early Care and Education

First Year - Fall Semester			Lec	Lab	Cr
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development	2.5	1.5	3
ECD	105	Guidance & Classroom Mgmt	3	0	3
ECD	135	Health, Safety & Nutrition	3	0	3
ENG	101	English Composition I	3	0	3
			Credits 15		

First Year - Spring Semester			Lec	Lab	Cr
ECD	106	Observation of Young Children	2.5	1.5	3
ECD	107	Exceptional Child	2.5	1.5	3
ECD	203	Growth & Development II	2.5	1.5	3
MAT	110	College Algebra	3	0	3
or MAT	120	Probability Statistics	3	0	3
SPC	205	Public Speaking	3	0	3
			Credits 15		

First Year - Summer Semester			Lec	Lab	Cr
ECD	108	Family & Community Relations	3	0	3
ECD	109	Administration & Supervision	3	0	3
PSY	201	General Psychology	3	0	3
***	***	Humanities Elective	3	0	3
			Credits 12		

Second Year - Fall Semester			Lec	Lab	Cr
ECD	132	Creative Experiences	2.5	1.5	3
ECD	201	Principles of Ethics & Principles	3	0	3
ECD	237	Methods & Materials	2.5	1.5	3
ECD	252	Diversity Issues in Early Care and Ed	2.5	1.5	3
			Credits 12		

Second Year - Spring Semester			Lec	Lab	Cr
ECD	131	Language Arts	3	0	3
ECD	133	Science & Math Concepts	3	0	3
ECD	243	Supervised Field Experience	1	6	3
			Credits 9		

\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.

## EARLY CARE AND EDUCATION DIPLOMA

Diploma: Applied Science

Major: Early Childhood Development

Minimum Credits Required for Graduation: 45

**Program Description:** The Early Childhood Development (ECD) diploma program offers a practical and theoretical approach to the study of child development. Students gain a thorough knowledge of developmentally appropriate learning environments, current teaching strategies, guidance practices, parent partnerships, and children's needs, including those of exceptional children.

### Required Major Courses

	Lec	Lab	Cr
ECD 101 Introduction to Early Childhood	3	0	3
ECD 102 Growth & Development I	2.5	1.5	3
ECD 105 Guidance & Classroom Management	3	0	3
ECD 135 Health, Safety, & Nutrition	3	0	3
ECD 203 Growth & Development II	2.5	1.5	3
	Credits		15

### Required Related Courses

	Lec	Lab	Cr
ECD 107 Exceptional Children	2.5	1.5	3
ECD 131 Language Arts	3	0	3
ECD 132 Creative Experiences	2.5	1.5	3
ECD 133 Science & Math Concepts	3	0	3
ECD 201 Principles of Ethics & Leadership	3	0	3
ECD 237 Methods and Materials	2.5	1.5	3
ECD 243 Supervised Field Experience I	1	6	3
	Credits		21

### General Education Requirements

	Lec	Lab	Cr
BUS 140 Business Mathematics	3	0	3
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
	Credits		9



## SAMPLE CURRICULUM - Early Childhood Development

First Year – Fall Semester			Lec	Lab	Cr
ECD	101	Introduction to Early Childhood	2.5	1.5	3
ECD	102	Growth & Development	2.5	1.5	3
ECD	105	Guidance & Classroom Mgmt	3	0	3
ECD	135	Health, Safety & Nutrition	3	0	3
ENG	101	English Composition I	3	0	3
			Credits 15		

First Year – Spring Semester			Lec	Lab	Cr
BUS	140	Business Mathematics	3	0	3
ECD	107	Exceptional Children	2.5	1.5	3
ECD	131	Language Arts	3	0	3
ECD	133	Math & Science Concepts	3	0	3
ECD	203	Growth & Development II	2.5	1.5	3
			Credits 15		

First Year – Summer Semester			Lec	Lab	Cr
ECD	132	Creative Experiences	2.5	1.5	3
ECD	201	Principles of Ethics & Leadership	3	0	3
ECD	237	Methods & Materials	2.5	1.5	3
ECD	243	Supervised Field Experience	1	6	3
PSY	201	General Psychology	3	0	3
			Credits 15		

## EARLY CARE AND EDUCATION CERTIFICATES

Certificates: Child Care Management, Early Childhood Development, and Infant/Toddler Care.

### CHILD CARE MANAGEMENT CERTIFICATE

**Program Description:** The Child Care Management certificate program will prepare the graduate to develop further skills in a day care or Head Start setting and may be used as a primary or secondary specialty area for the General Technology degree. The certificate also provides the graduate with the child care, business, communication, and computer skills necessary in the contemporary day care environment. These graduates will become supervisors, directors, and/or lead teachers in the child care industry. They will also be leaders in the development of initiatives for quality care for children, their families and their communities.

Required Certificate Courses			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
CPT	170	Microcomputer Applications	3	0	3
ECD	102	Growth & Development I	2.5	1.5	3
ECD	105	Guidance & Classroom Management	3	0	3
ECD	106	Observation of Young Children	2.5	1.5	3
ECD	107	Exceptional Children	2.5	1.5	3
ECD	108	Family & Community Relations	3	0	3
ECD	109	Administration & Supervision	3	0	3
ECD	135	Health, Safety, & Nutrition	3	0	3
ECD	203	Growth & Development II	2.5	1.5	3
ECD	237	Methods & Materials	2.5	1.5	3
ENG	101	English Composition I	3	0	3
			Credits 36		

## EARLY CHILDHOOD DEVELOPMENT CERTIFICATE

**Program Description:** The Early Childhood Development certificate program offers a practical and theoretical approach to child care. Students gain a thorough knowledge of the physical, emotional, social and cognitive development of children.

Required Related Courses			Lec	Lab	Cr
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	2.5	1.5	3
ECD	105	Guidance & Classroom Management	3	0	3
ECD	107	Exceptional Children	2.5	1.5	3
ECD	131	Language Arts	3	0	3
ECD	132	Creative Experiences	2.5	1.5	3
ECD	133	Science & Math Concepts	3	0	3
ECD	135	Health, Safety and Nutrition	3	0	3
ECD	203	Growth & Development II	2.5	1.5	3
				Credits	27

## INFANT/TODDLER CARE CERTIFICATE

**Program Description:** The Infant/Toddler Care certificate program focuses on the child from birth to age three. Socialization and group care, developmentally appropriate curriculum and environments and inclusive care are emphasized in the program.

Required Certificate Courses			Lec	Lab	Cr
ECD	101	Introduction to Early Childhood	3	0	3
ECD	102	Growth & Development I	2.5	1.5	3
ECD	200	Curriculum Issues	2.5	1.5	3
ECD	205	Socialization & Group Care	2.5	1.5	3
ECD	207	Infants & Toddlers with Special Needs	2.5	1.5	3
ECD	251	Supervised Field Experiences in Infant/Toddler Environment	1	6	3
				Credits	18

# BUSINESS TECHNOLOGIES DIVISION

## APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY

- |                                       |                  |
|---------------------------------------|------------------|
| • Administrative Office Technology    | Associate Degree |
| • Administrative Support              | Diploma          |
| • Medical Office Assistant            | Certificate      |
| • Word Processing                     | Certificate      |
| • Office Apps for Business & Industry | Certificate      |
| • Advanced Healthcare Case Management | Certificate      |

## APPLIED SCIENCE - COMPUTER TECHNOLOGY

- |                         |                  |
|-------------------------|------------------|
| • Computer Technology   | Associate Degree |
| • Help Desk Management  | Certificate      |
| • Webmaster             | Certificate      |
| • Programming           | Certificate      |
| • Computer Applications | Certificate      |
| • Database              | Certificate      |

## APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY

- |  |                  |
|--|------------------|
| • Criminal Justice Technology            | Associate Degree |
| • Criminal Justice Technology – Transfer | Associate Degree |
| • Correctional Training                  | Certificate      |
| • Law Enforcement Training               | Certificate      |
| • Correctional Office Administration     | Certificate      |
| • Criminal Justice & Law                 | Certificate      |
| • Law Enforcement Psychology             | Certificate      |

## APPLIED SCIENCE - GENERAL BUSINESS

- |  |                  |
|--|------------------|
| • General Business                                 | Associate Degree |
| • Gen Business – Hospitality/Tourism Mgt           | Associate Degree |
| • General Business – Golf Management               | Associate Degree |
| • General Business – Fire Service Mgt.             | Associate Degree |
| • General Business – Law Enforcement/Security Mgt. | Associate Degree |
| • Accounting                                       | Certificate      |
| • Entrepreneurship/Small Business                  | Certificate      |
| • Management Development                           | Certificate      |
| • Culinary Arts Technology – NEW                   | Certificate      |
| • Hospitality Management                           | Certificate      |

## APPLIED SCIENCE - PARALEGAL

- |                        |                  |
|------------------------|------------------|
| • Paralegal            | Associate Degree |
| • Paralegal Specialist | Certificate      |

## Administrative Office Technology

Degree: Associate in Applied Science

Major: Administrative Office Technology

Minimum Credits Required for Graduation: 69

**Program Description:** The Administrative Office Technology (AOT) associate degree program prepares graduates to be administrative assistants in today's modern offices. Students gain proficiency in keyboarding, word processing, accounting, office procedures, and business communications to include presentation graphics, desktop publishing and spreadsheets. Students master office skills required by business, industry and the legal and medical professions. Practical applications serve to broaden career options and advancement opportunities.

Required Major Courses			Lec	Lab	Cr
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting*	3	0	3
AOT	137	Office Accounting	3	0	3
AOT	161	Records Management	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
AOT	239	Computerized Office Accounting	3	0	3
AOT	254	Office Simulation	0	9	3
AOT	261	Office Spreadsheets Applications	3	0	3
BUS	121	Business Law I	3	0	3
CPT	170	Microcomputer Applications **	3	0	3
			Credits 33		

\* Can substitute AOT 112 Medical Document Formatting

\*\* Can substitute CPT 101 Intro to Computers

Required Related Courses			Lec	Lab	Cr
Students, with the advice and consent of their advisor, must also complete three semester credit hours from the following offerings:					
AHS	102	Medical Terminology	3	0	3
AOT	115	Medical Terminology	3	0	3
AOT	122	Medical Transcription I	3	0	3
AOT	196	Office Confidentiality and Security	3	0	3
AOT	210	Document Production***	3	0	3
AOT	234	Administrative Office Comm.	3	0	3
AOT	255	Senior Practicum	3	0	3
AOT	263	Office Database Applications	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
ARV	227	Web Site Design I	3	0	3
LEG	135	Introduction to Law and Ethics	3	0	3
IST	281	Presentation Graphics	3	0	3
			Credits 3		

\*\*\*can substitute

AOT 212 Medical Document Production

AOT 213 Legal Document Production

### AOT Related Courses

Additionally, students, with the advice and consent of their advisor, must complete **15 semester hours** from the following offerings.

Correctional Office Administration					
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	115	Criminal Law 1	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	135	Correctional Administration	3	0	3
CRJ	242	Correctional Systems	3	0	3

#### Legal Office Administration

AOT	123	Legal Transcription	3	0	3
AOT	144	Legal Office Procedures	3	0	3
BUS	123	Business Law II	3	0	3
LEG	135	Introduction to Law and Ethics	3	0	3
LEG	232	Law Office Management	3	0	3

#### Medical Office Administration

AHS	102	Medical Terminology ****	3	0	3
AHS	205	Law and Ethics in Allied Health	3	0	3
AOT	112	Medical Document Formatting	3	0	3
AOT	122	Medical Transcription	3	0	3
MED	107	Medical Office Management	4	0	4

#### Office Applications

AOT	263	Office Database Applications	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
ARV	227	Website Design I	3	0	3
IST	281	Presentation Graphics	3	0	3
CPT	257	Operating Systems	3	0	3

Credits 15

\*\*\*\* Substitute AOT 115 Medical Terminology

#### General Education Requirements

ENG	101	English Composition I	3	0	3
MAT	160	Math for Business & Finance	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

Select one of the following:

ENG	102	English Composition II	3	0	3
ENG	260	Adv. Technical Communications	3	0	3

Credits 18

#### SAMPLE CURRICULUM - Administrative Office Technology

First Year - Fall Semester			Lec	Lab	Cr
AOT	105	Keyboarding	3	0	3
AOT	137	Office Accounting	3	0	3
CPT	170	Microcomputer Applications	3	0	3
ENG	101	English Composition	3	0	3
MAT	160	Math for Business & Finance	3	0	3
Credits 15					

First Year - Spring Semester			Lec	Lab	Cr
AOT	110	Document Formatting	3	0	3
AOT	239	Computerize Office Accounting	3	0	3
AOT	163	Word Processing	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	AOT Elective	3	0	3
Credits 18					

Second Year - Fall Semester			Lec	Lab	Cr
AOT	161	Records Management	3	0	3
AOT	180	Customer Service	3	0	3
***	***	AOT Elective	3	0	3
***	***	AOT Elective	3	0	3
***	***	Humanities Elective	3	0	3

Select one of the following:

ENG	102	English Composition II	3	0	3
ENG	260	Adv. Technical Communications	3	0	3
Credits 18					

Second Year - Spring Semester			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
AOT	254	Office Simulation	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
***	***	AOT Elective	3	0	3
***	***	AOT Elective	3	0	3
Credits 18					

## Administrative Office Technology

Diploma: Applied Science

Major: Administrative Support

Minimum Credits Required for Graduation: 45

**Program Description:** The Administrative Support diploma program provides students instruction in keyboarding, bookkeeping, word processing and general education courses. This prepares the student to assist in performing clerical duties necessary in the modern business office. Graduates are trained to perform a variety of office functions which qualify them for entry-level positions in business and industry.

### Required Major Courses

			Lec	Lab	Cr
AOT	105	Keyboarding	3	0	3
AOT	110	Document Formatting	3	0	3
AOT	137	Office Accounting	3	0	3
AOT	163	Word Processing	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
					Credits 15

### Required Related Courses

			Lec	Lab	Cr
AOT	161	Records Management	3	0	3
AOT	180	Customer Service	3	0	3
AOT	254	Office Simulation	3	0	3
BUS	121	Business Law	3	0	3
CPT	170	Microcomputer Applications	3	0	3
					Credits 15

### Required Elective Course

Students, with the advice and consent of their advisor, must also complete three semester credit hours from the following offerings:

			Lec	Lab	Cr
AHS	102	Medical Office Terminology	3	0	3
AOT	115	Medical Terminology	3	0	3
AOT	210	Document Production	3	0	3
					Credits 3

### General Education Requirements

			Lec	Lab	Cr
PSY	201	General Psychology	3	0	3
ENG	101	English Composition I	3	0	3
***	***	Elective	3	0	3

### Select one of the following:

BUS	140	Business Mathematics	3	0	3
MAT	160	Math for Business & Finance	3	0	3
					Credits 12

### SAMPLE CURRICULUM - Administrative Support

#### First Year - Fall Semester

			Lec	Lab	Cr
AOT	105	Keyboarding	3	0	3
AOT	137	Office Accounting	3	0	3
AOT	161	Records Management	3	0	3
CPT	170	Microcomputer Applications	3	0	3
PSY	201	General Psychology	3	0	3
					Credits 18

#### First Year - Spring Semester

			Lec	Lab	Cr
AOT	110	Document Formatting	3	0	3
AOT	163	Word Processing	3	0	3
AOT	234	Administrative Office Communications	3	0	3
AOT	261	Office Spreadsheet Application	3	0	3
ENG	101	English Composition	3	0	3
OR					
ENG	150	Basic Communications	3	0	3
					Credits 15

#### First Year - Summer Semester

			Lec	Lab	Cr
AOT	180	Customer Service	3	0	3
BUS	121	Business Law	3	0	3
BUS	140	Business Mathematics	3	0	3
OR					
MAT	160	Math for Business and Finance	3	0	3



## ADMINISTRATIVE OFFICE TECHNOLOGY CERTIFICATES

**Certificates:** Medical Office Assistant, Office Applications for Business & Industry, and Word Processing.

## ADVANCED HEALTHCARE CASE MANAGEMENT CERTIFICATE

**Program Description:** The Advanced Healthcare Case Management certificate program provides students with the required knowledge base and practical training for entry level positions working for health care insurance administration centers.

Required Certificate Courses				Lec	Lab	Cr
AOT	105	Keyboarding		3	0	3
AOT	115	Medical Terminology		3	0	3
AOT	135	Data Entry		3	0	3
AOT	163	Word Processing		3	0	3
AOT	234	Admin. Office Communications		3	0	3
AOT	254	Office Simulation		3	0	3
CPT	170	Microcomputer Applications		3	0	3
MKT	135	Customer Service Techniques		3	0	3
				Credits 24		

## MEDICAL OFFICE ASSISTANT CERTIFICATE

**Program Description:** The Medical Office Assistant certificate program prepares students for the new technology in today's modern medical office. The student will upgrade skills in keyboarding, communication, receptionist tasks, billing procedures, office automation, basic bookkeeping, medical law and ethics, medical terminology, medical transcription and word processing.

Required Certificate Courses				Lec	Lab	Cr
AHS	205	Ethics/Law in Allied Health		3	0	3
AOT	110	Document Formatting		3	0	3
AOT	122	Medical Machine Transcription		3	0	3
AOT	163	Word Processing		3	0	3
ENG	101	English Composition I		3	0	3
MED	107	Medical Office Management		4	0	4
PSY	201	General Psychology		3	0	3

### Select one of the following:

BUS	140	Business Mathematics		3	0	3
MAT	160	Math for Business & Finance		3	0	3

### Select one of the following:

AHS	102	Medical Terminology		3	0	3
AOT	115	Medical Office Terminology		3	0	3
				Credits 28		

## OFFICE APPLICATIONS FOR BUSINESS AND INDUSTRY CERTIFICATE

**Program Description:** The Office Applications for Business and Industry certificate program provides hands-on training needed to develop skills in office applications, proficiency in and the expertise for creative applications in different office situations and help students in creating applications in different office situations.

Required Certificate Courses				Lec	Lab	Cr
ARV	227	Website Design I		3	0	3
AOT	163	Word Processing		3	0	3
AOT	261	Office Spreadsheet Application		3	0	3
AOT	263	Office Database Applications*		3	0	3
AOT	265	Office Desktop Publishing		3	0	3
CPT	170	Microcomputer Applications**		3	0	3
IST	281	Presentation Graphics		3	0	3
				Credits 21		

\* CPT 172 Microcomputer Database can be substituted for AOT 263.

\*\* CPT 101 Introduction to Computers can be substituted for CPT 170.

## WORD PROCESSING CERTIFICATE

**Program Description:** This certificate is limited to individuals who have been out of school and/or work for a minimum of 2-3 years and wish to upgrade their skills. The Word Processing certificate program prepares students for new technology in today's modern office. Students will upgrade their skills in keyboarding, office procedures, and word processing concepts. The curriculum is designed to prepare students to apply word processing skills using up-to-date software packages in different business situations.

Required Certificate Courses			Lec	Lab	Cr
AOT	106	Keyboarding Lab	1	0	1
AOT	110	Document Formatting	3	0	3
AOT	163	Word Processing	3	0	3
AOT	180	Customer Service	3	0	3
AOT	210	Document Production	3	0	3
AOT	234	Administrative Office Communications	3	0	3
AOT	254	Office Simulation	3	0	3
AOT	265	Office Desktop Publishing	3	0	3
			Credits 22		

## COMPUTER TECHNOLOGY

Degree: Associate in Applied Science

Major: Computer Technology

Minimum Credits Required for Graduation: 60

**Program Description:** The Computer Technology (CPT) associate degree program is designed to prepare graduates for entry-level positions in information management. From entry-level positions, opportunities exist for advancement into system analysis and design, applications, operations and programming, as well as supervisory positions.

**Prerequisites:** ENG 100, RDG 100, MATH 105, and CPT 101.

REQUIRED MAJOR COURSES			Lec	Lab	Cr
CPT	118	Professional Practices in Information Technology	3	0	3
CPT	168	Programming Logic and Design	3	0	3
CPT	172	Microcomputer Database	3	0	3
CPT	242	Database	3	0	3
CPT	212	Visual Basic Programming	3	0	3
CPT	257	Operating Systems	3	0	3
CPT	264	Systems and Procedures	3	0	3
IST	220	Data Communications	3	0	3
IST	225	Internet Communications	3	0	3
IST	226	Internet Programming	3	0	3
IST	266	Internet/Firewall Security	3	0	3
			Credits 33		

## COMPUTER REQUIRED RELATED ELECTIVES (Select Any Three Elective Courses)

Prerequisites for all electives: CPT 101 or CPT 170, and ENG 100, RDG 100, and MATH 105.

	Lec	Lab	Cr
ARV 110 Computer Graphics I	3	0	3
ARV 122 3-D Design	3	0	3
ARV 217 Computer Imagery	3	0	3
ARV 222 Animation	3	0	3
ARV 227 Web Design I	3	0	3
ARV 228 Web Design II	3	0	3
ARV 230 Visual Arts Business Procedures	3	0	3
ARV 264 Special Projects	3	0	3
CGC 110 Electronic Publishing	3	0	3
CPT 174 Microcomputer Spreadsheets	3	0	3
CPT 187 Object-Oriented Logic & Design	3	0	3
CPT 207 Complex Computer Applications	3	0	3
CPT 232 C++ Programming I	3	0	3
CPT 233 C++ Programming II	3	0	3
CPT 236 Introduction to JAVA	3	0	3
CPT 237 Advanced JAVA Programming	3	0	3
CPT 238 Internet Scripting	3	0	3
CPT 240 Internet Programming w/Database	3	0	3
CPT 260 Fund. of Operating Systems and Web Servers	3	0	3
CPT 267 Technical Support Concepts	3	0	3
CPT 268 Computer End User Support	3	0	3
CPT 284 ActionScript Programming I	3	0	3
CPT 288 Computer Game Development	3	0	3
IST 150 Project Management Essentials for IT Professionals	3	0	3
IST 162 Intro to Workstation Networking Administration	3	0	3
IST 227 Internet Operations and Management	3	0	3
IST 274 Database Administration	3	0	3
			Credits 9

## REQUIRED RELATED BUSINESS ELECTIVES

### Choose One of the Following Courses

	Lec	Lab	Cr
ACC 101 Accounting Principles I	3	0	3
BAF 101 Personal Finance	3	0	3
ECO 210 Macroeconomics	3	0	3
			Credits 3

### General Education Requirements

	Lec	Lab	Cr
ENG 101 English Composition I	3	0	3
MAT 110 College Algebra	3	0	3
Or			
MAT 120 Probability and Statistics	3	0	3
PSY 201 General Psychology	3	0	3
SPC 205 Public Speaking	3	0	3
*** ** Humanities Elective	3	0	3
			Credits 15
			Total Credits 60

## SAMPLE CURRICULUM – Computer Technology

### First Year - Fall Semester

	Lec	Lab	Cr
CPT 168 Programming Logic and Design	3	0	3
CPT 172 Microcomputer Database	3	0	3
ENG 101 English Composition I	3	0	3
SPC 205 Public Speaking	3	0	3
*** ** Humanities Elective	3	0	3
			Credits 15

### First Year - Spring Semester

	Lec	Lab	Cr
CPT 212 Visual Basic Programming	3	0	3
MAT 110 College Algebra	3	0	3
OR			
MAT 120 Probability and Statistics	3	0	3
IST 225 Internet Communications	3	0	3
PSY 201 General Psychology	3	0	3
			Credits 12

### First Year - Summer Semester

	Lec	Lab	Cr
CPT 118 Professional Practices in Info. Tech.	3	0	3
*** ** Computer Elective	3	0	3
			Credits 6

### Second Year - Fall Semester

	Lec	Lab	Cr
IST 220 Data Communications	3	0	3
CPT 242 Database	3	0	3
IST 226 Internet Programming	3	0	3
*** ** Computer Elective	3	0	3
*** ** Required Business Elective	3	0	3
			Credits 15

### Second Year - Spring Semester

	Lec	Lab	Cr
CPT 257 Operating Systems	3	0	3
CPT 264 Systems and Procedures	3	0	3
IST 266 Internet/Firewall Security	3	0	3
*** ** Computer Elective	3	0	3
			Credits 12

## Computer Technology Certificates

Certificates are available in Programming, Help Desk Management, Database, Webmaster, and Computer Applications.

Prerequisites for All Certificates: CPT 101 or CPT 170, and ENG 100, RDG 100, and MATH 105.

### PROGRAMMING CERTIFICATE

Program Description: The Programming certificate program provides training for new and experienced computer programmers. The courses cover programming, database, and development environments used in industry as well as the basic approaches and theories used for designing software.

Required Certificate Courses	Lec	Lab	Cr
CPT 212 Visual Basic Programming	3	3	3
CPT 232 C++ Programming I	3	0	3
CPT 236 Intro to JAVA Programming	3	0	3
CPT 240 Internet Programming w/Databases	3	0	3
CPT 233 C++ Programming II	3	0	3
CPT 238 Internet Scripting	3	0	3
IST 226 Internet Programming	3	0	3
			Credits 21

### HELP DESK MANAGEMENT CERTIFICATE

Program Description: The Help Desk Management certificate prepares students for certification in this field. This training provides the skills needed for support staff to meet the needs and desires of both internal and external customers.

Required Certificate Courses	Lec	Lab	Cr
CPT 267 Technical Support Concepts	3	0	3
CPT 268 Computer End-User Support	3	0	3
IST 225 Internet Communications	3	0	3
IST 266 Internet/Firewall Security	3	0	3
ENG 260 Advanced Technical Communications	3	0	3
IST 227 Internet Operations & Management	3	0	3
IST 162 Intro to Workstation Networking Admin.	3	0	3
			Credits 21

### DATABASE CERTIFICATE

Program Description: The Database Certificate will provide the student with basic database concepts and hands-on training.

Required Certificate Courses	Lec	Lab	Cr
CPT 172 Microcomputer Database	3	3	3
CPT 212 Visual Basic Programming I	3	3	3
CPT 240 Internet Programming w/Database	3	0	3
CPT 242 Database	3	0	3
CPT 260 Fund. of Operating Systems & Web Servers	3	0	3
IST 274 Database Administration	3	0	3
			Credits 18

### WEBMASTER CERTIFICATE

Program Description: The Webmaster Certificate provides training for web designers and those desiring work in the rapidly growing field of web design.

Required Certificate Courses	Lec	Lab	Cr
ARV 227 Web Site Design I	3	0	3
ARV 228 Web Site Design II	3	0	3
CPT 240 Internet Programming w/Databases	3	0	3
CPT 260 Fund. of Operating Systems & Web Servers	3	0	3
IST 225 Internet Communications	3	0	3
IST 226 Internet Programming	3	0	3
IST 227 Internet Operations & Management	3	0	3
			Credits 21

## COMPUTER APPLICATIONS CERTIFICATE

**Program Description:** The Computer Applications certificate program provides students with the skills necessary to work with software packages, the Internet, and basic programming used in business and industry today.

Required Certificate Courses	Lec	Lab	Cr
ARV 227 Web Design I	3	0	3
CPT 172 Microcomputer Database	3	0	3
CPT 174 Microcomputer Spreadsheets	3	0	3
CPT 207 Complex Computer Applications	3	0	3
CPT 212 Visual Basic Programming	3	0	3
CPT 240 Internet Programming w/Database	3	0	3
IST 150 Intro. to Project Management for IT Professionals	3	0	3
IST 225 Internet Communications	3	0	3
			Credits 24

## CRIMINAL JUSTICE TECHNOLOGY

**Degree:** Associate in Applied Science

**Major:** Criminal Justice Technology

**Minimum Credits Required for Graduation:** 66

**Program Description:** The Criminal Justice (CRJ) associate degree program includes courses which provide the student with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

Required Major Courses	Lec	Lab	Cr
CRJ 101 Introduction to Criminal Justice	3	0	3
CRJ 115 Criminal Law I	3	0	3
CRJ 125 Criminology	3	0	3
CRJ 130 Police Administration	3	0	3
CRJ 242 Correctional Systems	3	0	3

### Select one of the following:

CRJ 220 Judicial Process	3	0	3
CRJ 236 Criminal Evidence	3	0	3
			Credits 18

Required Related Courses	Lec	Lab	Cr
CRJ 120 Constitutional Law	3	0	3
CRJ 140 Criminal Justice Report Writing	3	0	3
CRJ 145 Juvenile Delinquency	3	0	3
CRJ 222 Ethics in Criminal Justice	3	0	3
CRJ 260 Seminar in Criminal Justice	3	0	3

### Select one of the following:

CPT 101 Introduction to Computers	3	0	3
CPT 170 Microcomputer Applications	3	0	3
			Credits 18

## CRJ Related Courses

Additionally, students, with the advice and consent of their advisor, must complete 6 credit hours from the following offerings:

	Lec	Lab	Cr
CRJ 102 Introduction to Security	3	0	3
CRJ 135 Correctional Administration	3	0	3
CRJ 150 Interviewing & Counseling	3	0	3
CRJ 202 Criminalistics	3	0	3
CRJ 218 Crisis Intervention	3	0	3
CRJ 224 Police-Community Relations	3	0	3
CRJ 230 Criminal Investigation I	3	0	3
CRJ 233 Cyber Crimes & The Law	3	0	3
CRJ 238 Industrial and Retail Security	3	0	3
CRJ 239 Terrorism & Homeland Security	3	0	3

CRJ	240	Correctional Treatment	3	0	3
CRJ	244	Probation, Pardon, & Parole	3	0	3
CRJ	246	Special Problems in Criminal Justice	3	0	3
CRJ	260	Seminar in Criminal Justice	3	0	3
			Credits 6		

General Education Requirement			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
			Credits 18		

**Electives**

**Credits 6**

**SAMPLE CURRICULUM - Criminal Justice Technology**

First Year - Fall Semester			Lec	Lab	Cr
CRJ	101	Intro to Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
ENG	101	English Composition I	3	0	3

**Select one of the following:**

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
			Credits 15		

First Year - Spring Semester			Lec	Lab	Cr
CRJ	125	Criminology	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	145	Juvenile Delinquency	3	0	3
CRJ	303	Ethics in Criminal Justice	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
***	***	CRJ Related Course	3	0	3
			Credits 18		

Second Year - Fall Semester			Lec	Lab	Cr
CRJ	242	Correctional Systems	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	CRJ Related Course	3	0	3
***	***	Elective	3	0	3

**Select one of the following:**

CRJ	140	Criminal Justice Report Writing	3	0	3
ENG	160	Technical Communications	3	0	3

**Select one of the following:**

CRJ	220	Judicial Process	3	0	3
CRJ	236	Criminal Evidence	3	0	3
			Credits 18		

Second Year - Spring Semester			Lec	Lab	Cr
CRJ	120	Constitutional Law	3	0	3
CRJ	260	Seminar in Criminal Justice	3	0	3
***	***	Humanities Course	3	0	3
***	***	CRJ Related Elective	3	0	3
***	***	Elective	3	0	3
			Credits 15		

**CRIMINAL JUSTICE TECHNOLOGY**

**Degree:** Associate in Applied Science

**Major:** Criminal Justice Technology - Transfer Career Pathway

**Minimum Credits Required for Graduation:** 66-67

**Program Description:** The Criminal Justice (CRJT) associate degree program (transfer pathway) includes courses which provide students with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

Required Major Courses			Lec	Lab	Cr
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	125	Criminology	3	0	3
CRJ	130	Police Administration	3	0	3
CRJ	242	Correctional Systems	3	0	3



**Select one of the following:**

CRJ	220	Judicial Process	3	0	3
CRJ	236	Criminal Evidence	3	0	3
			Credits 18		

**Required Related Courses**

			Lec	Lab	Cr
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	260	Seminar in Criminal Justice	3	0	3

**Select one of the following:**

CRJ	120	Constitutional Law	3	0	3
CRJ	145	Juvenile Delinquency	3	0	3
			Credits 9		

**Transfer Pathway Courses****Credits 15-16**

Students, with the advice and consent of advisor, must complete at least one course from each of the following areas: Computer Technology, Social Science, Government, History, or Science.

**Electives****Credits 6****General Education Requirements**

			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
			Credits 18		

**SAMPLE CURRICULUM - Criminal Justice Technology Transfer Pathway**

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
CRJ	101	Introduction to Criminal Justice	3	0	3	CRJ	242	Correctional Systems	3	0	3
CRJ	115	Criminal Law I	3	0	3	SPC	205	Public Speaking	3	0	3
ENG	101	English Composition I	3	0	3	***	***	Transfer Pathway Course	3	0	3
***	***	Transfer Pathway Course	3	0	3	***	***	Transfer Pathway Course	3	0	3
						***	***	Elective	3	0	3
Select one of the following:						Select one of the following:					
MAT	110	College Algebra	3	0	3	CRJ	220	Judicial Process	3	0	3
MAT	120	Probability & Statistics	3	0	3	CRJ	236	Criminal Evidence	3	0	3
			Credits 15			18 Credits					
First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
CRJ	125	Criminology	3	0	3	CRJ	260	Seminar in Criminal Justice	3	0	3
CRJ	130	Police Administration	3	0	3	***	***	Humanities Elective	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3	***	***	Transfer Pathway Course	3	0	3
ENG	102	English Composition II	3	0	3	***	***	Elective Course	3	0	3
PSY	201	General Psychology	3	0	3						
***	***	Transfer Pathway Course	3	0	3	Select one of the following:					
			Credits 18			CRJ	120	Constitutional Law	3	0	3
						CRJ	145	Juvenile Delinquency	3	0	3
									Credits 15		

## CRIMINAL JUSTICE TECHNOLOGY CERTIFICATES

**Certificates:** Criminal Justice and Law, Correctional Office Administration, Correctional Training, Law Enforcement Psychology, and Law Enforcement Training.

### CRIMINAL JUSTICE AND LAW CERTIFICATE

**Program Description:** The Criminal Justice and Law certificate program gives students who are undecided between the Criminal Justice and Paralegal Programs, a chance to experience both before making an ultimate decision.

Required Certificate Courses			Lec	Lab	Cr
BUS	121	Business Law	3	0	3
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	120	Constitutional Law	3	0	3
LEG	135	Introduction to Law & Ethics	3	0	3

#### Select one of the following:

CRJ	115	Criminal Law	3	0	3
LEG	231	Criminal Law	3	0	3

#### Select one of the following:

CRJ	220	Judicial Process	3	0	3
CRJ	242	Correctional Systems	3	0	3

Credits 18

### CORRECTIONAL OFFICE ADMINISTRATION CERTIFICATE

**Program Description:** The Correctional Office Administration certificate program prepares workers to fill positions in the administrative offices of federal, state, and local correctional institutions.

Required Certificate Courses			Lec	Lab	Cr
AOT	101	Keyboarding	2	0	2
AOT	106	Keyboarding Lab	1	0	1
AOT	163	Information Processing	3	0	3
AOT	234	Administrative Office Communications	3	0	3
AOT	261	Office Spreadsheet Applications	3	0	3
CPT	101	Introduction to Computers	3	0	3
CRJ	242	Correctional Systems	3	0	3

Credits 18

### CORRECTIONAL TRAINING CERTIFICATE

**Program Description:** The Correctional Training certificate program prepares students for promotional and career opportunities in law enforcement at the federal, state, and local levels.

Required Certificate Courses			Lec	Lab	Cr
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	135	Correctional Administration	3	0	3
CRJ	218	Crisis Intervention	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	242	Correctional Systems	3	0	3

Credits 18

### LAW ENFORCEMENT PSYCHOLOGY CERTIFICATE

**Program Description:** The Law Enforcement Psychology certificate program is designed for individuals who are currently experienced law enforcement and corrections officers who wish to obtain more understanding of the reasons that individuals behave as they do, and how behavior can be modified or controlled with emphasis on crisis situations.

Required Certificate Courses			Lec	Lab	Cr
CRJ	145	Juvenile Delinquency	3	0	3
CRJ	218	Crisis Intervention	3	0	3
PSY	201	General Psychology	3	0	3
PSY	205	Adolescent Psychology	3	0	3
PSY	212	Abnormal Psychology	3	0	3
PSY	225	Social Psychology	3	0	3

Credits 18

## LAW ENFORCEMENT TRAINING CERTIFICATE

**Program Description:** The Law Enforcement Training certificate program prepares students for promotional and career opportunities in law enforcement at the federal, state, and local levels.

Required Certificate Courses			Lec	Lab	Cr
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	115	Criminal Law I	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	150	Interviewing & Counseling	3	0	3
CRJ	218	Crisis Intervention	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
			Credits 18		

## GENERAL BUSINESS

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business (GNB) associate degree program is designed to prepare graduates to meet the needs of an ever-changing business environment. Careers in accounting, management, and retailing are possibilities for individuals who successfully complete studies in these fields of business. Students may also choose to emphasize Culinary Arts, Hospitality, Golf Instruction Management, Law Enforcement/Security Management, or Fire Service Administration. Additional certificates can be obtained in Accounting, Hospitality Management, Management Development, and Entrepreneurship/Small Business.

Required Major Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
BUS	121	Business Law I	3	0	3
CPT	101	Introduction to Computers	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			Credits 15		

Required Related Courses			Lec	Lab	Cr
ACC	102	Accounting Principles II	3	0	3
BAF	101	Personal Finance	3	0	3
BUS	101	Introduction to Business	3	0	3
ECO	210	Macroeconomics	3	0	3
MGT	120	Small Business Management	3	0	3
			Credits 15		

## Required Elective Courses

Additionally, students, with the advice and consent of their advisor, must complete 12 semester credit hours from the following offerings:

			Lec	Lab	Cr
ACC	124	Individual Tax Procedures	3	0	3
ACC	150	Payroll Accounting	3	0	3
ACC	230	Cost Accounting I	3	0	3
ACC	240	Computerized Accounting	3	0	3
BAF	201	Principles of Finance	3	0	3
BUS	110	Entrepreneurship	3	0	3
BUS	123	Business Law II	3	0	3
BUS	140	Business Mathematics	3	0	3
BUS	210	Intro to E-Commerce	3	0	3
BUS	250	Intro to International Business	3	0	3
BUS	268	Special Projects in Business	3	0	3
CPT	170	Microcomputer Applications	3	0	3
CPT	174	Microcomputer Spreadsheets	3	0	3
CPT	179	Microcomputer Word Processing	3	0	3
ECO	211	Microeconomics	3	0	3
HOS	140	The Hospitality Industry	3	0	3
MGT	150	Fundamentals of Supervision	3	0	3

MGT	201	Human Resources Management	3	0	3
MGT	270	Managerial Communications	3	0	3
MKT	110	Retailing	3	0	3
MKT	135	Customer Service Techniques	3	0	3
			Credits 12		

**Electives** Credits 6

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	122	Finite College Math	3	0	3
			Credits 18		

#### SAMPLE CURRICULUM - General Business

First Year - Fall Semester			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
BUS	101	Introduction to Business	3	0	3
ENG	101	English Composition I	3	0	3
MGT	101	Principles of Management	3	0	3
***	***	General Business Elective	3	0	3

**Select one of the following:**

MAT	110	College Algebra	3	0	3
MAT	122	Finite College Math	3	0	3
			Credits 18		

First Year - Spring Semester			Lec	Lab	Cr
ACC	102	Accounting Principles II	3	0	3
CPT	101	Introduction to Computers	3	0	3
ENG	102	English Composition II	3	0	3
MKT	101	Marketing	3	0	3
***	***	General Business Elective	3	0	3
			Credits 15		

Second Year - Fall Semester			Lec	Lab	Cr
BAF	101	Personal Finance	3	0	3
MGT	120	Small Business Management	3	0	3
PSY	201	General Psychology	3	0	3
***	***	General Business Elective	3	0	3
***	***	Elective	3	0	3
			Credits 15		

Second Year - Spring Semester			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
ECO	210	Macroeconomics	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3
***	***	General Business Elective	3	0	3
***	***	Elective	3	0	3
			Credits 18		

## GENERAL BUSINESS - CAREER PATHWAY IN FIRE SERVICE ADMINISTRATION

Degree: Associate in Applied Science

Major: General Business

Minimum Credits Required for Graduation: 63

**Program Description:** The General Business (GNB) associate degree pathway in Fire Service Administration is a special management program designed specifically for individuals who are currently working as a paid or volunteer fire fighter. Students in this program have the same opportunities as general management students including simulations, research projects, and the development of problem solving, interpersonal and communication skills.

Required Major Courses				Lec	Lab	Cr
ACC	101	Accounting Principles I		3	0	3
BUS	121	Business Law I		3	0	3
CPT	101	Introduction to Computers		3	0	3
MGT	101	Principles of Management		3	0	3
MKT	101	Marketing		3	0	3
				Credits 15		

Required Related Courses				Lec	Lab	Cr
BUS	101	Introduction to Business		3	0	3
ECO	210	Macroeconomics		3	0	3
MGT	150	Fundamentals of Supervision		3	0	3
				Credits 9		

**Fire Service Electives** Credits 15

A total of at least 15 semester credits must be taken from a national or South Carolina Fire Academy Open-Learning Program College.

**Electives** Credits 6

General Education Requirements				Lec	Lab	Cr
ENG	101	English Composition I		3	0	3
ENG	102	English Composition II		3	0	3
PSY	201	General Psychology		3	0	3
SPC	205	Public Speaking		3	0	3
***	***	Humanities Elective		3	0	3

**Select one of the following:**

MAT	110	College Algebra		3	0	3
MAT	122	Finite College Math		3	0	3
				Credits 18		

### SAMPLE CURRICULUM - General Business--Career Pathway in Fire Service Administration

First Year - Fall Semester						Lec	Lab	Cr	Second Year - Fall Semester						Lec	Lab	Cr
BUS	101	Introduction to Business		3	0	3			CPT	101	Introduction to Computers		3	0	3		
ENG	101	English Composition I		3	0	3			MGT	101	Principles of Management		3	0	3		
***	***	Fire Service Elective		3	0	3			PSY	201	General Psychology		3	0	3		
***	***	Humanities Elective		3	0	3			***	***	Fire Service Elective		3	0	3		
									***	***	Fire Service Elective		3	0	3		
Select one of the following:															Credits 15		
MAT	110	College Algebra		3	0	3											
MAT	122	Finite College Math		3	0	3			Second Year - Spring Semester						Lec	Lab	Cr
						Credits 15			BUS	121	Business Law I		3	0	3		
									ECO	210	Macroeconomics		3	0	3		
First Year - Spring Semester						Lec	Lab	Cr	SPC	205	Public Speaking		3	0	3		
ACC	101	Accounting Principles I		3	0	3			***	***	Elective		3	0	3		
ENG	102	English Composition II		3	0	3			***	***	Elective		3	0	3		
MGT	150	Fundamentals of Supervision		3	0	3									Credits 15		
MKT	101	Marketing		3	0	3											
***	***	Fire Service Elective		3	0	3											
						Credits 18											

## GENERAL BUSINESS - CAREER PATHWAY IN GOLF INSTRUCTION and MANAGEMENT

Degree: Associate in Applied Science

Major: General Business

Minimum Credits Required for Graduation: 69

**Program Description:** The General Business (GNB) associate degree career pathway in Golf Instruction and Management is a special program designed specifically with the International Junior Golf Academy related to the management and operation of a golf course or golf pro shop. (Students must be concurrently enrolled with the International Golf Academy.)

Required Major Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
BUS	121	Business Law I	3	0	3
CPT	101	Introduction to Computers	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			Credits 15		

Required Related Courses			Lec	Lab	Cr
BAF	101	Personal Finance	3	0	3
BUS	101	Introduction to Business	3	0	3
ECO	210	Macroeconomics	3	0	3
MGT	120	Small Business Management	3	0	3
MKT	135	Customer Service Techniques	3	0	3
PRM	162	Golf Tournament Operations	3	0	3
			Credits 18		

Professional Golf Instruction and Management Courses			Lec	Lab	Cr
PRM	161	Rules of Golf	3	0	3
PRM	163	Techniques of Golf Instruction	3	0	3
PRM	164	Fundamentals of Golf Instruction & Fitness	3	0	3
PRM	165	Private Golf Instruction	3	0	3
PRM	166	Group Golf Instruction	3	0	4
			Credits 15		

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

### Select one of the following:

MAT	120	Probability & Statistics	3	0	3
MAT	110	College Algebra	3	0	3
			Credits 18		

Elective			Credits 3		
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### SAMPLE CURRICULUM - General Business-Career Pathway in Golf Instruction and Management

First Year - Fall Semester					Lec	Lab	Cr	Second Year - Fall Semester					Lec	Lab	Cr
BUS	101	Introduction to Business	3	0	3	ECO	210	Macroeconomics	3	0	3				
CPT	101	Introduction to Computers	3	0	3	MGT	120	Small Business Management	3	0	3				
ENG	101	English Composition I	3	0	3	MKT	135	Customer Service Technology	3	0	3				
PRM	161	Rules of Golf	3	0	3	PRM	164	Fund of Golf Instruction & Fitness	3	0	3				
PRM	162	Golf Tournament Operations	3	0	3	SPC	205	Public Speaking	3	0	3				
						***	***	Humanities Course	3	0	3				
										Credits 18					
<b>Select one of the following:</b>															
MAT	110	College Algebra	3	0	3										
MAT	120	Probability & Stats	3	0	3										
First Year - Spring Semester					Lec	Lab	Cr	Second Year - Spring Semester					Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3	BAF	101	Personal Finance	3	0	3				
ENG	102	English Composition II	3	0	3	BUS	121	Business Law I	3	0	3				
MGT	101	Principles of Management	3	0	3	PRM	165	Private Golf Instruction	3	0	3				
MKT	101	Marketing	3	0	3	PRM	166	Group Golf Instruction	3	0	3				
PSY	201	General Psychology	3	0	3	***	***	Elective	3	0	3				
PRM	163	Technology of Golf Instruction	3	0	3										

### GENERAL BUSINESS - CAREER PATHWAY IN HOSPITALITY/TOURISM MANAGEMENT

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business (GNB) associate degree pathway in Hospitality/Tourism Management Career is comprised of studies in the areas of hotel management, food service management, guest relations, hospitality law, marketing, and human resource development. Students are prepared for entry-level jobs and those with experience can expect to fill supervisory positions.

Required Major Courses					Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3		
BUS	121	Business Law I	3	0	3		
CPT	101	Introduction to Computers	3	0	3		
MGT	101	Principles of Management	3	0	3		
MKT	101	Marketing	3	0	3		
					Credits 15		

### Hospitality/Tourism Management Electives

Students, with the advice and consent of their advisor, must complete 30 semester credit hours from the following elective coursework:

			Lec	Lab	Cr
BUS	101	Introduction to Business	3	0	3
BUS	268	Special Projects in Business	3	0	3
CPT	174	Microcomputer Spreadsheets	3	0	3
HOS	140	The Hospitality Industry	3	0	3
HOS	141	Resort Development			
	& Management		3	0	3
HOS	150	Hotel Management	3	0	3
HOS	255	Food Service Management	3	0	3
HOS	256	Hospitality Management Concepts	3	0	3
HOS	258	Convention Management	3	0	3
HOS	266	Destination Tour Management	3	0	3
MGT	120	Small Business Management	3	0	3

MGT	150	Fundamentals of Supervision	3	0	3
MGT	270	Managerial Communications	3	0	3
MKT	135	Customer Service Techniques	3	0	3
			Credits 30		

**Electives** Credits 3

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

**Select one of the following:**

MAT	122	Finite College Math	3	0	3
MAT	110	College Algebra	3	0	3
			Credits 18		

#### SAMPLE CURRICULUM - General Business-Career Pathway in Hospitality/Tourism Management

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3	PSY	201	General Psychology	3	0	3
ENG	101	English Composition I	3	0	3	***	***	Hosp/Tour Mgt. Elective	3	0	3
MGT	101	Principles of Management	3	0	3	***	***	Hosp/Tour Mgt. Elective	3	0	3
***	***	Hosp/Tourism Mgt. Elective	3	0	3	***	***	Hosp/Tour Mgt. Elective	3	0	3
***	***	Hosp/Tourism Mgt. Elective	3	0	3	***	***	Hosp/Tour Mgt. Elective	3	0	3
						***	***	Humanities Elective	3	0	3
									Credits 18		

**Select one of the following:**

MAT	122	Finite College Math	3	0	3
MAT	110	College Algebra	3	0	3
			Credits 18		

First Year - Spring Semester			Lec	Lab	Cr
CPT	101	Introduction to Computers	3	0	3
ENG	102	English Composition II	3	0	3
MKT	101	Marketing	3	0	3
***	***	Hosp/Tourism Mgt. Elective	3	0	3
***	***	Hosp/Tourism Mgt. Elective	3	0	3
			Credits 18		

Second Year - Spring Semester			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Hosp/Tour Mgt. Elective	3	0	3
***	***	Hosp/Tour Mgt. Elective	3	0	3
***	***	Elective	3	0	3
			Credits 15		

#### GENERAL BUSINESS – CAREER PATHWAY IN LAW ENFORCEMENT/SECURITY MANAGEMENT

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 63

**Program Description:** The General Business (GNB) associate degree pathway in Law Enforcement/Security Management is designed to encourage interest in the community for advancement in the growing fields of Law Enforcement and Security.

Required Major Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
BUS	121	Business Law I	3	0	3
CPT	170	Microcomputer Applications	3	0	3
MGT	101	Principles of Management	3	0	3
MKT	101	Marketing	3	0	3
			Credits 15		

Required Related Courses			Lec	Lab	Cr
BUS	101	Intro to Business	3	0	3
ECO	210	Macroeconomics	3	0	3
MGT	150	Fundamentals of Supervision	3	0	3
			Credits 9		

### Law Enforcement

/Security Electives*			Lec	Lab	Cr
CRJ	101	Introduction to Criminal Justice	3	0	3
CRJ	120	Constitutional Law	3	0	3
CRJ	125	Criminology	3	0	3
CRJ	242	Correctional Systems	3	0	3
LEG	231	Criminal Law	3	0	3
			Credits 15		

\*A maximum of 15 credits may be exempted with documentation of successful completion of evaluated Criminal Justice Academy and National or South Carolina Law Enforcement courses.

**Electives:** Credits 6

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
MAT	120	Probability & Statistics	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3
			Credits 18		

### SAMPLE CURRICULUM - General Business – Career Pathway in Law Enforcement/Security Management

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BUS	101	Introduction to Business	3	0	3	CRJ	120	Constitutional Law	3	0	3
ENG	101	English Composition I	3	0	3	CRJ	125	Criminology	3	0	3
MAT	120	Probability & Statistics	3	0	3	ECO	210	Macroeconomics	3	0	3
MKT	101	Marketing	3	0	3	PSY	201	General Psychology	3	0	3
CRJ	101	Intro to Criminal Justice	3	0	3	***	***	Humanities Elective	3	0	3
			Credits 15						Credits 15		
First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3	ACC	101	Accounting Principles I	3	0	3
CPT	170	Microcomputer Applications	3	0	3	CRJ	242	Correctional Systems	3	0	3
ENG	102	English Composition II	3	0	3	MGT	150	Principles of Supervision	3	0	3
LEG	231	Criminal Law	3	0	3	SPC	205	Public Speaking	3	0	3
MGT	101	Principles of Management	3	0	3	***	***	Humanities Elective	3	0	3
			Credits 15			***	***	Humanities Elective	3	0	3
									Credits 18		

### GENERAL BUSINESS CERTIFICATES

**Certificates:** Accounting, Entrepreneurship/Small Business Operations, Hospitality Management, Management Development, and Culinary Arts.

### ACCOUNTING CERTIFICATE

**Program Description:** The Accounting certificate program is designed to prepare students for entry-level employment in the field of accounting/bookkeeping. Emphasis will be placed on the development of accounting skills and the practical application of those skills.

\*Prerequisite: MAT 105, RDG 100.

Required Certificate Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
ACC	102	Accounting Principles II	3	0	3
ACC	124	Individual Tax Procedures	3	0	3
ACC	150	Payroll Accounting	3	0	3

ACC	230	Cost Accounting I	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	140	Business Mathematics	3	0	3
			Credits 21		

### CULINARY ARTS TECHNOLOGY

**Program Description:** The Culinary Arts certificate program provides students with practical training in culinary arts and the hospitality industry that prepares them for entry level positions as prep cooks and head cooks. The program includes an internship during the second semester that provides the opportunity for students to gain valuable culinary industry experience. Prerequisite: ENG 100, RDG 100, MAT 105

Required Certificate Courses			Lec	Lab	Cr
CPT	101	Introduction to Computers	3	0	3
HOS	101	Principles of Food Production I	3	0	3
HOS	102	Principles of Food Production II	3	0	3
HOS	103	Nutrition	3	0	3
HOS	140	The Hospitality Industry	3	0	3
HOS	277	SCWE in Culinary Arts	1	9	3
			Credits 18		

### ENTREPRENEURSHIP/SMALL BUSINESS CERTIFICATE

**Program Description:** The Entrepreneurship/Business Operations certificate program is designed for individuals who wish to obtain information on basic business operations that could be beneficial in the establishment or management of an individual owned and operated small business enterprise. \*Prerequisite: MAT 105, RDG 100.

Required Certificate Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
ACC	240	Computerized Accounting	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	110	Entrepreneurship	3	0	3
BUS	121	Business Law I	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	150	Fundamentals of Supervision	3	0	3
MKT	101	Marketing	3	0	3
			Credits 24		

### HOSPITALITY MANAGEMENT CERTIFICATE

**Program Description:** The Hospitality Management certificate program will provide an opportunity for new or experienced hospitality industry personnel to understand the basic functions necessary to upgrade their management skills and to increase opportunities for employment in the industry. Prerequisite: MAT 105, RDG 100

Required Certificate Courses			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
HOS	140	The Hospitality Industry	3	0	3
HOS	141	Resort Development & Management	3	0	3
HOS	150	Hotel Management	3	0	3
HOS	255	Food Service Management	3	0	3
HOS	258	Convention Management	3	0	3
HOS	266	Destination Tour Management	3	0	3
			Credits 21		

### MANAGEMENT DEVELOPMENT CERTIFICATE

**Program Description:** The Management Development certificate program provides the tools for present and emerging managers in the areas of personnel management and problem solving. \*Prerequisite: MAT 105, RDG 100.

Required Certificate Courses			Lec	Lab	Cr
BAF	101	Personal Finance	3	0	3
MGT	101	Principles of Management	3	0	3
MGT	120	Small Business Management	3	0	3
MGT	150	Fundamentals of Supervision	3	0	3
MGT	201	Human Resource Management	3	0	3
MGT	270	Managerial Communications	3	0	3
MKT	101	Marketing	3	0	3
			Credits 21		

**PARALEGAL** (Approved by the American Bar Association)**Degree:** Associate in Applied Science**Major:** Paralegal**Minimum Credits Required for Graduation:** 69

**Program Description:** The Paralegal (PARA) associate degree program, subject to the guidelines of the American Bar Association (ABA), is designed to train individuals whose function is to assist the lawyer in the handling of routine matters and to assist in the conduct of more complicated and difficult legal matters. A graduate of the Paralegal Program, working directly under the supervision of a practicing attorney, should be able to:

- Apply knowledge of the law and legal procedures in drafting legal documents and papers;
- Exercise judgment, work independently, and meet deadlines with respect to assigned tasks;
- Prepare and/or summarize a variety of legal documents and pleadings for review by attorneys;
- Select and compile technical and factual information, including legal research to be used in the assigned legal matter;
- Conduct client and witness interviews and investigations utilizing the information from the above activities;
- Analyze procedural problems and recommend appropriate courses of action and legal solutions;
- Practice and maintain the ethical and legal responsibilities of a paralegal.

*Paralegals may not provide legal services directly to the public except as permitted by law.*

Required Major Courses			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
LEG	120	Torts	3	0	3
LEG	135	Introduction to Law & Ethics	3	0	3
LEG	213	Family Law	3	0	3
LEG	214	Property Law	3	0	3
LEG	233	Wills, Trusts & Probate	3	0	3
			Credits 18		

Required Related Courses			Lec	Lab	Cr
LEG	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation	3	0	3
LEG	231	Criminal Law	3	0	3
LEG	242	Law Practice Workshop	3	0	3
LEG	244	Special Projects for Paralegals	3	0	3
LEG	250	Internship for Paralegals	1	6	3

**Select one of the following:**

LEG	234	Title Examination Procedures I	3	0	3
BUS	123	Business Law II	3	0	3

**Select one of the following:**

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3

**Select one of the following:**

AOT	163	Information Processing	3	0	3
CPT	179	Microcomputer Word Processing	3	0	3
			Credits 27		

### Required Related Elective Course

Students, with the advice and consent of their advisor, must complete 3 semester hours from the following:

			Lec	Lab	Cr
ACC	101	Accounting Principles I	3	0	3
BAF	101	Personal Finance	3	0	3
ECO	210	Macroeconomics	3	0	3
ECO	211	Microeconomics	3	0	3
MGT	101	Principals of Management	3	0	3
			Credits 3		

### General Education Requirements

			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

### Select one of the following:

MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3
			Credits 18		

### Elective

Credits 3

### Course Prerequisites

LEG 120 Torts—ENG 101 and LEG 135, or approval\*

LEG 132 Legal Bibliography—ENG 101, LEG 120, LEG 213, LEG 214, and LEG 233 or approval\*

LEG 135 Introduction to Law & Ethics—ENG 100 or approval\*

LEG 201 Civil Litigation—ENG 101 and LEG 135 or approval\*

LEG 213 Family Law—ENG 101 and LEG 135 or approval\*

LEG 214 Property Law—ENG 101 and LEG 135 or approval\*

LEG 231 Criminal Law—ENG 101 and LEG 135 or approval\*

LEG 233 Wills, Trusts, & Probate—ENG 101 and LEG 135 or approval\*

LEG 234 Title Exam Procedures I—ENG 101 and LEG 135 or approval\*

LEG 242 Law Practice Workshop or approval\*—LEG 120, LEG 213, LEG 214, and LEG 233

LEG 244 Special Projects for Paralegals—LEG 120, LEG 213, LEG 214, and LEG 233 or approval\*

*\* All prerequisites must be satisfied prior to enrollment in course. Request for a waiver of prerequisite must be made in writing and will only be granted in extraordinary circumstances. Waiver must be approved by instructor and program director.*



## SAMPLE CURRICULUM - Paralegal

### First Year - Fall Semester

			Lec	Lab	Cr
BUS	121	Business Law I	3	0	3
ENG	101	English Composition I	3	0	3
LEG	135	Intro to Law & Ethics	3	0	3

### Select one of the following:

MAT	110	College Algebra	3	0	3
MAT	120	Probability & Statistics	3	0	3

### Select one of the following:

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3
Credits 15					

### First Year - Spring Semester

			Lec	Lab	Cr
ENG	102	English Composition II	3	0	3
LEG	120	Torts	3	0	3
LEG	213	Family Law	3	0	3
LEG	214	Property Law	3	0	3
***	***	Humanities Elective	3	0	3
Credits 15					

### First Year - Summer Semester

			Lec	Lab	Cr
LEG	231	Criminal Law	3	0	3
***	***	Elective	3	0	3
***	***	Elective	3	0	3

### Select one of the following:

AOT	163	Info Processing	3	0	3
CPT	179	Micro Word Processing	3	0	3
Credits 12					

### Second Year - Fall Semester

			Lec	Lab	Cr
LEG	132	Legal Bibliography	3	0	3
LEG	201	Civil Litigation	3	0	3
LEG	233	Wills, Trusts & Probate	3	0	3
SPC	205	Public Speaking	3	0	3

### Select one of the following:

BUS	123	Business Law II	3	0	3
LEG	234	Title Exam Procedures	3	0	3
Credits 15					

### Second Year - Spring Semester

			Lec	Lab	Cr
LEG	242	Law Practice Workshop	3	0	3
LEG	244	Sp Projects for Paralegals	3	0	3
LEG	250	Internship for Paralegals	3	0	3
PSY	201	General Psychology	3	0	3
Credits 12					

## PARALEGAL CERTIFICATE

### Paralegal Specialist Certificate

**Program Description:** The Paralegal Specialist certificate program is designed to prepare the student who has existing law office skills for career advancement. Study focuses on general information about court systems and the functions of a paralegal with emphasis on the practical performance of paralegal duties.

*Paralegals may not provide legal services directly to the public except as permitted by law.*

**Additional Admission Requirements:** An academic associate's or higher degree in a related field.

### Required Certificate Courses

			Lec	Lab	Cr
LEG	120	Torts	3	0	3
LEG	132	Legal Bibliography	3	0	3
LEG	135	Introduction to Law & Ethics	3	0	3
LEG	201	Civil Litigation	3	0	3
LEG	213	Family Law	3	0	3
LEG	214	Property Law	3	0	3
LEG	231	Criminal Law	3	0	3
LEG	233	Wills, Trusts & Probate	3	0	3
LEG	242	Law Practice Workshop	3	0	3

### Select one of the following:

LEG	234	Title Examination Procedures I	3	0	3
BUS	123	Business Law II	3	0	3
Credits 30					

# HEALTH SCIENCES DIVISION

## APPLIED SCIENCE - HEALTH SCIENCES

- Associate Degree Nursing (ADN)
- Physical Therapist Assistant
- Radiologic Technology
- Practical Nursing (PN)
- Surgical Technology
- Pre-Allied Health Studies
- Massage Therapy
- Computed Tomography

Associate Degree  
Associate Degree  
Associate Degree  
Diploma  
Diploma  
Certificate  
Certificate  
Certificate

## HEALTH SCIENCES PROGRAMS

TCL offers a selection of quality programs of study in Health Sciences. In each curriculum, the programs of study include general education and Health Sciences courses. Each Health Sciences course builds on the previous course; therefore, Health Sciences courses must be taken in sequence. Students can review program requirements and expectations at [TCL.edu](http://TCL.edu)

### Admission to Health Sciences Programs

Health Sciences faculty are a limited resource in South Carolina. Clinical placement is limited by the size of local facilities and by regulations from accrediting institutions regarding numbers of students and instructor-student ratios. These restrictions necessitate admitting students who have the highest probability of success in order to wisely use our limited resources. For those students meeting admission criteria, preference is given to students who have not previously been admitted to a health science program. Individuals must complete the Associate Degree programs within three years of the start date and Certificate and Diploma programs within two years of the start date.

## ADMISSION POLICIES AND PROCEDURES

### I. All Applicants Must Meet General College Admission Requirements

### II. Health Sciences Program Application Requirements

- A. Admission into the college and completion of the application process does not guarantee acceptance into a Health Sciences program. Applicants are required to meet regularly with Health Sciences advisors and encouraged to attend an information session. There are policies and procedures applicable to the Health Sciences Programs in addition to those listed in the catalog. Students applying to a Health Sciences program must complete the following prior to consideration for admission.
  1. Official high school or GED transcripts must be in Student Records with a copy in the student's folder in the Division of Health Sciences office. Certification of attendance is not acceptable.
  2. Official transcripts from all colleges attended by applicant must be in Student Records with a copy in the student's folder in the Division of Health Science office. Official transcripts will be evaluated and Transfer of Credits entered by Student Records. It is the student's responsibility to check Web Advisor for credits transferred in from other colleges and to contact Student Records if credit is not received.
- B. Establish readiness for program of study as follows.
  1. COMPASS scores indicating eligibility for ENG 101 and PSY 201, must be completed prior to entry into any Associate Degree Health Sciences program. Applicants to the Massage Therapy Certificate program and the Surgical Technology Diploma Program must have completed MAT 105. Students may be required to take the Compass math test.
  2. BIO 112 is a prerequisite for BIO 210 and must be completed prior to entry into a program that requires BIO 210.
  3. Biophysical science course credits and mathematics course credits must be earned within five years of admissions to any Health Sciences program.
- C. Applicants must:
  1. Meet with a Health Science Advisor
  2. Complete the Health Sciences Program Application Checklist (this checklist addresses items listed in sections III). Checklists are available in the Health Science Division office and at [www.TCL.edu](http://www.TCL.edu)
  3. Obtain the Health Sciences Program Application from the Health Sciences office.
  4. Complete the application, sign the Statement of Understanding and submit no earlier than 6 months prior to desired semester of entry and by the deadline published on the TCL website.
- D. Completed application portfolios include all official transcripts (i.e. high school or GED and college), documented completion of program admission requirements, Health Sciences Program application, Statement of Understanding and Entrance Test scores.

### III. Acceptance Into Individual Health Sciences Programs

- A. Nursing Program Acceptance Requirements  
Generic applicants must meet one of the following criteria:
  1. Score at least a 73 (adjusted individual total score) on the TEAS and:
    - a. Minimum TCL GPA of 2.5, GPA of 2.5 from last college attended if no TCL GPA, or
    - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date.

OR

  2. Score at least a 67 (adjusted individual total score) on the TEAS and complete the following courses: BIO 210, BIO 211, PSY 201, PSY 203, MAT120, and ENG 101 with a combined course GPA  $\geq 2.75$ .

OR

  3. Applicants with two or more failures in required non-nursing courses (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 120, PSY 201, or PSY 203) within the last five years must:
    - a. Score at least a 73 (adjusted individual total score) on the TEAS
    - b. Complete the following courses: BIO 210, BIO 211, PSY 201, PSY 203, ENG 101, & MAT 120 with a combined course GPA  $\geq 2.75$ .

OR

  4. Applicants with two or more failures in nursing courses have one opportunity for admission. Applicant must:
    - a. Score greater than 80 (adjusted individual total score) on the TEAS
    - b. Complete all non-nursing courses in the program of study (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 120, PSY 201, & PSY 203) with a GPA  $\geq 2.75$ . Math courses must have been completed within the last five years. Biology courses must be taken within 18 months of the date of application.
    - c. Wait a minimum of two academic years from time of second failure to apply.

#### Advanced Placement Program Sequence for LPN to RN

Consult a Health Science advisor for information related to requirements and the program of study for current LPNs seeking to begin the ADN program.

**IV. Radiologic Technology Program Acceptance Requirements****A. All applicants must meet one of the following criteria:**

1. Score at least a 73 (adjusted individual total score) on the TEAS and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from last college attended if no TCL GPA, or;
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date
- OR
2. Score at least a 67 (adjusted individual total score) on the TEAS and complete the following courses: BIO 210, BIO 211, PSY 201, ENG 101, & MAT 110 with a combined course GPA  $\geq 2.75$
- OR
3. Applicants with two or more failures in required general education courses (BIO 210, BIO 211, ENG 101, MAT 110, & PSY 201) within the last five years must:
  - a. Score at least a 73 (adjusted individual total score) on the TEAS
  - b. Complete the following courses: BIO 210, BIO 211, ENG 101, PSY 201, & MAT 110 with a combined course GPA  $\geq 2.75$
- OR
4. Applicants with two or more failures in Radiologic Technology courses have one opportunity for admission. Applicant must:
  - a. Score greater than 80 (adjusted individual total score) on the TEAS
  - b. Complete all Non-Radiologic Technology courses in the program of study (BIO 210, BIO 211, ENG 101, MAT 110, & PSY 201) with a GPA  $\geq 2.75$ . Math courses must have been completed within the last five years. Biology courses must be completed within 18 months from the date of admission.
  - c. Wait a minimum of two academic years from time of second failure to apply.

**V. Physical Therapist Assistant Program Acceptance Requirements****A. All applicants must meet one of the following criteria:**

1. Score at least a 73 (adjusted individual total score) on the TEAS and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from last college attended if no TCL GPA, or;
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date
- OR
2. Score at least a 67 (adjusted individual total score) on the TEAS and complete the following courses: BIO 210, BIO 211, PSY 201, ENG 101 & MAT 120 with a combined course GPA  $\geq 2.75$
- OR
3. Applicants with two or more failures in required general education courses (BIO 210, BIO 211, ENG 101, ENG 102, PSY 201, & MAT 120) within the last five years must:
  - a. Score at least a 73 (adjusted individual total score) on the TEAS
  - b. Complete the following courses: BIO 210, BIO 211, PSY 201, ENG 101 & MAT 120 with a combined course GPA  $\geq 2.75$
4. Applicants with two or more failures in Physical Therapy Assistant courses have one opportunity for admission. Applicant must:
  - a. Score greater than 80 (adjusted individual total score) on the TEAS
  - b. Complete all Non-Physical Therapy Assistant courses in the program of study (BIO 210, BIO 211, ENG 101, ENG 102, PSY 201, & MAT 120) with a GPA  $\geq 2.75$ . Math courses must have been completed within the last five years. Biology courses must be completed within 18 months from the date of admission
  - c. Wait a minimum of two academic years from time of second failure to apply.

**VI. Surgical Technology Program Acceptance Requirements****A. All applicants must meet one of the following criteria:**

1. Score at least a 67 (adjusted individual total score) on the TEAS and:
  - a. Eligibility for BIO 112
  - b. Minimum TCL GPA of 2.0 or; GPA of 2.0 from last college attended if no TCL GPA or;
  - c. Minimum high school GPA of 2.0 for students graduating within 12 months of application date.
- OR
2. Score at least a 61 (adjusted individual total score) on the TEAS and complete the following courses: BIO 112, PSY 201, ENG 101, & CPT 101 or CPT 170 with a combined course GPA  $\geq 2.5$
- OR
3. Applicants with two or more failures in required general education courses (BIO 112, ENG 101, PSY 201, CPT 101, or CPT 170) within the last five years must:
  - a. Score at least a 68 (adjusted individual total score) on the TEAS
  - b. Complete the following courses: BIO 112, PSY 201, ENG 101, & CPT 101 or CPT 170 with a combined course GPA  $\geq 2.5$
- OR
4. Applicants with two or more failures in Surgical Technology courses have one opportunity for admission. Applicant must:
  - a. Score greater than 74 (adjusted individual total score) on the TEAS
  - b. Complete all Non-Surgical Technology courses in the program of study (BIO 112, ENG 101, PSY 201, & CPT 101 or CPT 170) with a GPA  $\geq 2.75$ . Biology courses must be completed within 18 months from the date of admission.
  - c. Wait a minimum of one academic year from time of second failure to apply.

**VII. Massage Therapy Program Acceptance Requirements****A. All applicants must meet one of the following criteria:**

1. Eligibility for BIO 112
2. High school students graduating within 12 months of application date must have a 2.0 minimum GPA
- OR
3. College GPA minimum of  $\geq 2.0$  based on all previous college level courses.

**VIII. For Applicants Who Meet The Admission Requirements, Acceptance Decisions Are Based on The Following:**

- A. Preference is given to students who have not previously been admitted to a health science program.
- B. Acceptable Entrance Test scores (see current published requirements at [www.tcl.edu](http://www.tcl.edu)) (not applicable for Massage Therapy Program). Applicants may take the Entrance Exam only twice in a 12 month period. Exam scores will be averaged for ranking.
- C. Residency, with first preference to residents of Beaufort, Hampton, Jasper, and Colleton counties, second preference to residents for other South Carolina counties, and finally to applicants from other states.
- D. In the event there are more applicants than space on the application and preference given to students who have completed BIO 112 (not applicable for Massage Therapy Program).
- E. Applications that meet the criteria for acceptance and are received after the published deadline may be given consideration on a space availability basis.

**IX. Re-entry into Health Sciences Programs - See program specific student handbook**

- A. Re-entry will be considered on space availability.

**X. Students Accepted Into a Health Sciences**

- A. In order to meet the requirements of various clinical sites, students must complete specific requirements prior to the announced program start date. Detailed information will be provided during program orientation.
  1. Completion of a Division of Health Sciences health examination form along with required immunizations.
  2. Proof of personal health/medical insurance.
  3. Current Professional Rescuers CPR certification.
  4. Approved national background check.
  5. Approved urine drug screen. Presence of illegal substances will result in withdrawal from the program.
- B. Applicants must be eligible and able to attend clinical rotations at sites the college utilizes for clinical practice. These sites are located within a 60-mile radius of the Beaufort campus. Any clinical facility utilized by the TCL program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility will result in elimination of the student from the program.
- C. Students are responsible for seeking academic advisement from their Health Sciences advisor.
- D. Completion of all required courses in a Health Sciences curriculum is the student's responsibility. Failure to complete pre/corequisites in the required semester will result in administrative withdrawal from the program. See program specific student handbook for further information about progression and completion.
- E. Healthcare providers are a part of a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. A student must possess a functional level capable of performing the duties required related to the designated healthcare field. Essential eligibility requirements for participation in a designated Health Sciences program are identified in the specific discipline's Core Performance Standards. Potential students will be provided copies of the Core Performance Standards upon request.
- F. Students actively taking courses at other colleges must have official transcripts in their Division of Health Sciences folder within one week of the grade posting each semester. Students are not permitted to register and progress in the program without these transcripts on file in the Division of Health Sciences. (All official transcripts are required prior to pre-registration for the final semester.)
- G. Conviction of any crime may make the applicant ineligible to apply for certification/registry/licensure examinations. Criminal conviction or pending criminal charges of any of the following may make the applicant ineligible to apply for certification/registry/licensure.
  1. Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, and assault and battery with intent to kill).
  2. Crimes involving the distribution of illegal drugs.
  3. Crimes that involve Moral Turpitude (excluding fraudulent checks and shoplifting).
  4. It is the responsibility of the applicant to contact, as appropriate, the applicable agency for clarification or advisement.
- H. Progression Criteria: All courses required within a program must be completed in sequence with a grade of "C" or better.

**XI. Transfer Candidates**

- A. Students seeking advanced placement through transfer of courses must
  1. Have acceptable courses, i.e., course content and credit equality as determined by the Admissions, Progression, and Graduation Committee.
  2. Individuals must complete associate degree programs within three years of start date and current department programs within two years of start date.
  3. Meet all other program admission requirements, including acceptable scores on the entrance test.
  4. Be considered on a space availability basis.
  5. Have a letter of recommendation from the director of the previous school attended within the last three years.
  6. Complete a minimum of 25% of degree/diploma credits at TCL in order to graduate from TCL.

**XII. Allocation of Credits**

The unit of measurement for course credits is the semester hour. Credits are based on classroom, on-campus laboratory, and clinical hours. A semester is 15 weeks of class and one week of examinations.

**ALLIED HEALTH**

**Certificate:** Applied Science

**Major:** Pre-Allied Health Studies

**Minimum Credits for Graduation:** 16

**PRE-ALLIED HEALTH STUDIES CERTIFICATE**

**Program Description:** The Pre-Allied Health Studies certificate program provides students interested in allied health careers with academic skills and prerequisite instruction to meet admission criteria and ensure opportunity for transfer of appropriate courses into applicable allied health certificate and diploma programs.

**Required Certificate Courses**

			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3

**Select three credits from the following:**

AHS	102	Medical Terminology	3	0	3
AHS	103	Bio Medical Terminology	2	0	2
AHS	106	Cardiopulmonary Resuscitation	.05	1.5	1

**Select one of the following:**

BIO	112	Basic Anatomy & Physiology	4	0	4
BIO	210	Anatomy & Physiology I	3	3	4

**Select one of the following:**

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3
			Credits 16		

**MASSAGE THERAPY****Certificate:** Applied Science**Major:** Massage Therapy**Minimum Credits for Graduation:** 31

**Program Description:** The Massage Therapy program prepares students for entry-level positions as professional massage therapist, and the graduate is eligible to take the National Certification Examination, given by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or the Massage and Bodywork Licensing Exam given by the Federation of State Massage Therapy Boards (MSMTB), required for licensure. All credits in the Massage Therapy Program must be taken as supervised, on-site hours. Distance Learning may not be applied to this program. Employment opportunities include private practice, hospitals and health care facilities, physical fitness facilities, sports medicine clinics, spas, and hotels/resorts.

Required Certificate Courses			Lec	Lab	Cr
BIO	112	Basic Anatomy & Physiology	3	3	4
BIO	238	Musculoskeletal System Anatomy	2	3	3
MTH	120	Introduction to Massage	3	3	4
MTH	121	Principles of Massage I	3	3	4
MTH	122	Principles of Massage II	3	3	4
MTH	123	Massage Clinical I	1	6	3
MTH	124	Massage Business Application	3	0	3
MTH	126	Pathology for Massage Therapy	1.5	1.5	2
MTH	133	Massage Clinical II	1	3	2
MTH	135	Massage Practicum	1	3	2
			Credits 31		

**SAMPLE CURRICULUM – Massage Therapy**

First Year - Fall Semester			Lec	Lab	Cr
BIO	112	Basic Anatomy & Physiology	3	3	4
MTH	120	Introduction to Massage	3	3	4
MTH	121	Principles of Massage I	3	3	4
			Credits 12		

First Year - Spring Semester			Lec	Lab	Cr
BIO	238	Anatomy for Massage Therapy	2	3	3
MTH	122	Principles of Massage II	3	3	4
MTH	123	Massage Clinical I	1	6	3
MTH	126	Pathology for Massage Therapy	1.5	1.5	2
			Credits 12		

First Year - Summer Semester			Lec	Lab	Cr
MTH	124	Massage Business App.	3	0	3
MTH	133	Massage Clinical II	1	3	2
MTH	135	Massage Practicum	1	3	2
			Credits 7		

**NURSING****ASSOCIATE DEGREE NURSING (ADN) OPTION****Degree:** Associate in Applied Sciences - Associate Degree Nursing (ADN)**Major:** Nursing (ADN)**Credit Hours Required for Graduation:** 68

**Program Description:** The Associate Degree Nursing (ADN) program prepares students for eligibility for licensure to work as Registered Nurses.



Required Major Courses			Lec	Lab	Cr
NUR	102	Basic Nursing Skills	2	6	4
OR					
NUR	114	Intro to Nursing	.5	1.5	1
NUR	105	Pharmacology for Nurses	.5	1.5	1
NUR	134	Beginning Nursing Skills	2.5	7.5	5
NUR	155	Contemporary Nursing Practice I	4	6	6
NUR	158	Health Promotion for Families I	3	3	4
NUR	162	Psychiatric & Mental Health Nursing	2	3	3
Credits 24					

Required Related Courses			Lec	Lab	Cr
BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
BIO	225	Microbiology	3	3	4
ENG	102	English Composition II	3	0	3
NUR	265	Nursing Concepts/Clinical Pract. II	4	6	6
NUR	275	Contemporary Nursing Practice III	2.5	10.5	6
NUR	274	Issues in Nursing Practice	2.5	1.5	3
Credits 29					

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
PSY	203	Human Growth & Development	3	0	3
***	***	Humanities Elective	3	0	3
Credits 15					

#### SAMPLE CURRICULUM - Nursing (ADN) Option – Fall Entry

First Year - Fall Semester			Lec	Lab	Cr
BIO	210	Anatomy and Physiology I	3	3	4
NUR	102	Basic Nursing Skills*	2	6	4
NUR	134	Beginning Nursing Skills**	2.5	7.5	5
NUR	105	Pharmacology for Nurses	.5	1.5	1
PSY	201	General Psychology	3	0	3
Credits 17					

\* Fall I

\*\* Fall II

First Year - Spring Semester			Lec	Lab	Cr
BIO	211	Anatomy & Physiology II	3	3	4
NUR	155	Contemporary Nursing Practice I	4	6	6
NUR	158	Health Promotion for Families I	3	3	4
PSY	203	Human Growth & Development	3	0	3
Credits 17					

First Year - Summer Semester			Lec	Lab	Cr
BIO	225	Microbiology	3	3	4
ENG	101	English Composition I	3	0	3
Credits 7					

Second Year - Fall Semester			Lec	Lab	Cr
MAT	120	Probability and Statistics	3	0	3
NUR	162	Psychiatric & Mental Health Nursing	2	3	3
NUR	265	Nursing Concepts/Clinical Pract. II	4	6	6
Credits 12					

Second Year - Spring Semester			Lec	Lab	Cr
ENG	102	English Composition II	3	0	3
NUR	274	Issues in Nursing Practice	2.5	1.5	3
NUR	275	Contemp. Nursing Practice III	2.5	10.5	6
***	***	Humanities Elective	3	0	3
Credits 15					

## SAMPLE CURRICULUM - Nursing (ADN) Option – Spring Entry

First Year – Spring Semester				Lec	Lab	Cr
BIO	210	Anatomy & Physiology I		3	3	4
NUR	102	Basic Nursing Skills*		2	6	4
NUR	134	Beginning Nursing Skills**		2.5	7.5	5
NUR	105	Pharmacology for Nurses**		.5	1.5	1
PSY	201	General Psychology		3	0	3
				Credits 17		

\* Spring I

\*\* Spring II

First Year – Summer Semester				Lec	Lab	Cr
BIO	211	Anatomy & Physiology II		3	3	4
ENG	101	English Composition I		3	0	3
				Credits 7		

First Year – Fall Semester				Lec	Lab	Cr
BIO	225	Microbiology		3	3	4
PSY	203	Human Growth & Development		3	0	3
NUR	155	Contemp. Nursing Practice I		3	6	6
NUR	158	Health Promotion for Families I		3	3	4
				Credits 17		

Second Year – Spring Semester				Lec	Lab	Cr
MAT	120	Probability & Statistics		3	0	3
NUR	162	Psychiatric & Mental Health Nursing		2	3	3
NUR	265	Nursing Concepts/Clinical Pract. II		4	6	6
				Credits 12		

Second Year – Fall Semester				Lec	Lab	Cr
ENG	102	English Composition II		3	0	3
NUR	274	Issues in Nursing Practice		2.5	1.5	3
NUR	275	Contemp. Nursing Practice III		2.5	10.5	6
***	***	Humanities Elective		3	0	3
				Credits 15		

The options below provide flexibility and reduce the required number of courses in some semesters. Taking this option will extend program completion by one to two semesters.

### PRACTICAL NURSING PROGRAM (PN) OPTION

Diploma: Applied Science

Major: Practical Nursing (PN)

Credit Hours Required for Graduation: 42

**Program Description:** The Practical Nursing (PN) diploma program prepares students for eligibility for licensure to work as Licensed Practical Nurses.

Required Major Courses				Lec	Lab	Cr
NUR	102	Basic Nursing Skills*		2	6	4
NUR	105	Pharmacology for Nurses		.5	1.5	1
NUR	134	Beginning Nursing Skills*		2.5	7.5	5
NUR	155	Contemporary Nursing Practice I		4	6	6
NUR	158	Health Promotion for Families I		3	3	4
NUR	166	Issues in Practical Nursing		1	0	1
				Credits 21		

Required Related Courses				Lec	Lab	Cr
BIO	210	Anatomy & Physiology I		3	3	4
BIO	211	Anatomy & Physiology II		3	3	4
NUR	167	Organizational Strategies for the PN		1.5	7.5	4
				Credits 12		

General Education Requirements				Lec	Lab	Cr
ENG	101	English Composition I		3	0	3
PSY	201	General Psychology		3	0	3
PSY	203	Human Growth & Development		3	0	3
				Credits 9		

## SAMPLE CURRICULUM - Practical Nursing (PN) Option

First Year - First Semester				Lec	Lab	Cr
NUR	102	Basic Nursing Skills*		2	6	4
NUR	105	Pharmacology for Nurses		.5	1.5	1
NUR	134	Beginning Nursing Skills*		2.5	7.5	5
PSY	201	General Psychology		3	0	3
BIO	210	Anatomy & Physiology I		3	3	4
						Credits 17

\* Fall I

\*\* Fall II

First Year - Second Semester				Lec	Lab	Cr
NUR	155	Cont. Nursing Practice I		4	6	6
NUR	158	Health Promo for Families I		3	3	4
PSY	203	Human Growth & Development		3	0	3
BIO	211	Anatomy & Physiology II		3	3	4
						Credits 17

First Year - Summer Semester				Lec	Lab	Cr
NUR	166	Issues in Practical Nursing		1	0	1
NUR	167	Organizat'l Strategies for the PN		1.5	7.5	4
ENG	101	English Composition I		3	0	3
						Credits 8

## SAMPLE CURRICULUM - Nursing (ADN) Flex Option - Fall Entry

First Year - Fall Semester				Lec	Lab	Cr
BIO	210	Anatomy and Physiology I		2.5	3	4
NUR	102	Basic Nursing Skills*		2	6	4
NUR	134	Beginning Nursing Skills**		2.5	7.5	5
NUR	105	Pharmacology for Nurses		.5	1.5	1
PSY	201	General Psychology		3	0	3
						Credits 17

\* Fall I / \*\* Fall II

First Year - Spring Semester				Lec	Lab	Cr
BIO	211	Anatomy & Physiology II		2.5	3	4
NUR	155	Contemporary Nursing Practice I		4	6	6
PSY	203	Human Growth & Development		3	0	3
						Credits 13

First Year - Summer Semester				Lec	Lab	Cr
NUR	158	Health Promotion for Families I		3	3	4
BIO	225	Microbiology		2.5	3	4
ENG	101	English Composition I		3	0	3
						Credits 11

Second Year - Fall Semester				Lec	Lab	Cr
MAT	120	Probability and Statistics		3	0	3
NUR	162	Psychiatric & Mental Health Nursing 2		3	3	3
						Credits 6

Second Year - Spring Semester				Lec	Lab	Cr
ENG	102	English Composition II		3	0	3
NUR	265	Nursing Concepts & Clinical Pract		4	6	6
						Credits 9

Terminal Semester - Fall				Lec	Lab	Cr
NUR	274	Issues in Nursing Practice		2.5	1.5	3
NUR	275	Contemp. Nursing Practice III		2.5	10.5	6
***	***	Humanities Elective		3	0	3
						Credits 12

## SAMPLE CURRICULUM - Nursing (ADN) Flex Option - Spring Entry

First Year - Spring Semester				Lec	Lab	Cr
BIO	210	Anatomy & Physiology I		2.5	3	4
NUR	102	Basic Nursing Skills*		2	6	4
NUR	134	Beginning Nursing Skills**		2.5	7.5	5
NUR	105	Pharmacology for Nurses		.5	1.5	1
PSY	201	General Psychology		3	0	3
						Credits 17

\* Spring I / \*\* Spring II

First Year - Summer Semester				Lec	Lab	Cr
BIO	211	Anatomy & Physiology II		2.5	3	4
PSY	203	Human Growth & Dvpm.		3	0	3
						Credits 7

First Year - Fall Semester				Lec	Lab	Cr
NUR	155	Contemp. Nursing Practice I		3	6	6
ENG	101	English Composition I		3	0	3
						Credits 9

Second Year - Spring Semester				Lec	Lab	Cr
NUR	158	Health Promotion for Families I		3	3	4
BIO	225	Microbiology		2.5	3	4
						Credits 8

Second Year - Fall Semester				Lec	Lab	Cr
MAT	120	Probability & Statistics		3	0	3
NUR	162	Psychiatric & Mental Health Nursing 2		3	3	3
						Credits 6

Terminal Year - Spring Semester				Lec	Lab	Cr
ENG	102	English Composition II		3	0	3
NUR	265	Nursing Concepts & Clinical Pract		4	6	6
						Credits 9

Terminal Year - Fall Semester				Lec	Lab	Cr
NUR	274	Issues in Nursing Practice		2.5	1.5	3
NUR	275	Contemp. Nursing Practice III		2.5	10.5	6
***	***	Humanities Elective		3	0	3
						Credits 12

## ADVANCED PLACEMENT PROGRAM SEQUENCE FOR LPN TO RN

Consult a Health Sciences advisor for information related to requirements and the program of study for current LPNs seeking to begin the ADN program.

## PHYSICAL THERAPIST ASSISTANT PROGRAM

Degree: Associate in Applied Science

Major: Physical Therapist Assistant

Minimum Credits Required for Graduation: 69

### Program Description

The Physical Therapist Assistant Program is a 2-year, five-semester program leading to an Associate Degree in Applied Science and eligibility to sit for the National Physical Therapist Assistant Exam. The program consists of general education courses, science and physical therapist assistant courses taught at the College, off-campus facilities, and in multiple clinical education sites throughout the area. Individuals who have suggestions or concerns regarding the PTA Program may use the "Contact TCL" link on the TCL home page to file such concerns.

### Required Major Courses

			Lec	Lab	Cr
PTH	101	Physical Therapy Professional Preparation	1	3	2
PTH	115	Pathology for PTA	3	0	3
PTH	202	Physical Therapy Modalities	3	3	4
PTH	205	Physical Therapy Functional Anatomy	3	3	4
PTH	235	Interpersonal Dynamics	2	0	2
PTH	240	Therapeutic Exercise/Application	4	3	5
PTH	252	Clinical Practice	0	6	2
PTH	228	Manual Therapy Techniques	1	3	2
PTH	242	Orthopedic Management	4	0	4
PTH	246	Neuromuscular Rehabilitation	3	6	5
PTH	253	Clinical Practice II	0	9	3
PTH	266	Physical Therapy Practicum I	0	18	6
PTH	270	Special Topics in Physical Therapy	3	0	3
PTH	275	Advanced Professional Preparation	1	0	1
					Credits 46

### Required Related Courses

BIO	210	Anatomy and Physiology I	3	3	4
BIO	211	Anatomy and Physiology II	3	3	4
					Credits 8

### General Education Requirements

			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
ENG	102	English Composition II	3	0	3
PSY	201	General Psychology	3	0	3
MAT	120	Probability and Statistics	3	0	3
***	***	Humanities Elective	3	0	3
					Credits 15

### Sample Curriculum – Physical Therapist Assistant

#### First Year – Fall Semester

			Lec	Lab	Cr
BIO	210	Anatomy and Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
PSY	201	General Psychology	3	0	3
MAT	120	Probability and Statistics	3	0	3
PTH	101	Physical Therapy Professional Prep	1	3	2
					Credits 15

#### Second Year – Fall Semester

			Lec	Lab	Cr
PTH	115	Pathology for PTA	3	0	3
PTH	228	Manual Therapy Techniques	1	3	2
PTH	235	Interpersonal Dynamics	2	0	2
PTH	246	Neuromuscular Rehabilitation	3	6	5
PTH	253	Clinical Practice II	0	9	3
					Credits 15

#### First Year – Spring Semester

			Lec	Lab	Cr
BIO	211	Anatomy and Physiology	3	3	4
ENG	102	English Composition II	3	0	3
PTH	202	Physical Therapy Modalities	3	3	4
PTH	205	Physical Therapy Functional Anatomy	3	3	4
					Credits 15

#### Second Year – Spring Semester

			Lec	Lab	Cr
PTH	266	Physical Therapy Practicum I	0	18	6
PTH	270	Special Topics in Physical Therapy	3	0	3
PTH	275	Advanced Professional Preparation	1	0	1
***	***	Humanities Elective	3	0	3
					Credits 13

#### First Year – Summer Semester

			Lec	Lab	Cr
PTH	240	Therapeutic Exercises/Application	4	3	5
PTH	242	Orthopedic Management	4	0	4
PTH	252	Clinical Practice	0	6	2
					Credits 11

**RADIOLOGIC TECHNOLOGY****Degree:** Associate in Applied Science**Major:** Radiologic Technology**Minimum Credits for Graduation:** 80

**Program Description:** The Radiologic Technology Associate Degree (RAD) program prepares graduates to practice as Radiologic Technologists. Their primary role is to perform technical procedures producing radiographic examinations for the diagnosis of diseases and injuries. Students gain proficiency in basic radiological procedures and techniques and must have a willingness to care for the sick and injured. Students will have class, on campus laboratory, and clinical experiences. Graduates may be eligible to sit for the National Certification Examination given by the American Registry of Radiological Technologists (ARRT). The curriculum is designated to meet criteria established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) while fulfilling the recommendations of the American Registry of Radiologic Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT).

<b>Required Major Courses</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
RAD	110	Radiographic Imaging I	3	0	3
RAD	115	Radiographic Imaging II	2	3	3
RAD	130	Radiographic Procedures I	2	3	3
RAD	136	Radiographic Procedures II	2	3	3
RAD	150	Clinical Applications I	0	12	4
RAD	201	Radiation Biology	2	0	2
RAD	210	Radiographic Imaging III	3	0	3
					Credits 21

<b>Required Related Courses</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
BIO	211	Anatomy & Physiology II	3	3	4
RAD	101	Introduction to Radiography	2	0	2
RAD	155	Applied Radiography I	0	15	5
RAD	165	Applied Radiography II	0	15	5
RAD	176	Applied Radiography III	0	18	6
RAD	205	Radiographic Pathology	2	0	2
RAD	230	Radiographic Procedures III	2	3	3
RAD	236	Radiography Seminar II	1	3	2
RAD	268	Advanced Radiography II	0	24	8
RAD	276	Advanced Radiography III	0	18	6
					Credits 43

<b>General Education Requirements</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
BIO	210	Anatomy & Physiology I	3	3	4
ENG	101	English Composition I	3	0	3
MAT	110	College Algebra	3	0	3
PSY	201	General Psychology	3	0	3
***	***	Approved Humanities Elective	3	0	3
					Credits 16

**SAMPLE CURRICULUM - Radiologic Technology**

<b>First Year – Fall Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>	<b>Second Year – Fall Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
BIO	210	Anatomy & Physiology I	3	3	4	RAD	115	Radiographic Imaging II	2	3	3
MAT	110	College Algebra	3	0	3	RAD	176	Applied Radiography III	0	18	6
RAD	101	Introduction to Radiography	1	3	2	RAD	201	Radiation Biology	2	0	2
RAD	130	Radiographic Procedures I	2	3	3	PSY	201	General Psychology	3	0	3
RAD	150	Clinical Applications	0	12	4						Credits 14
					Credits 16						
<b>First Year – Spring Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>	<b>Second Year – Spring Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
BIO	211	Anatomy & Physiology II	3	3	4	RAD	205	Radiography Pathology	2	0	2
ENG	101	English Composition I	3	0	3	RAD	210	Radiographic Imaging III	3	0	3
RAD	110	Radiographic Imaging I	3	0	3	RAD	268	Advanced Radiography II	0	24	8
RAD	136	Radiographic Procedures II	2	3	3	***	***	Humanities Elective	3	0	3
RAD	155	Applied Radiography I	0	15	5						Credits 16
					Credits 18						
<b>First Year – Summer Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>	<b>Second Year – Summer Semester</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
RAD	165	Applied Radiography II	0	15	5	RAD	236	Radiography Seminar II	1	3	2
RAD	230	Radiographic Procedures III	3	3	3	RAD	276	Advanced Radiography III	0	18	6
					Credits 8						Credits 8

## COMPUTED TOMOGRAPHY

### Certificate Program

**Program Description:** The Computed Tomography certificate program provides students with the required knowledge and practical training for entry-level positions as Technologists working in diagnostic imaging centers, hospitals, and private physicians offices. The program will prepare students seeking certification through examination by the American Registry of Radiologic Technologies.

**Prerequisite:** Be a registered technologist (ARRT), radiation therapist (ARRT), or registered nuclear medicine technologist (ARRT or NMTCB) in good standing.

Required Major Courses				Lec	Lab	Cr
RAD	103	Intro. To Computed Technology		2	0	2
RAD	131	C.T. of the Head and Spine		1	0	1
RAD	132	C.T. of the Neck, Thorax, Abdomen		1	0	1
RAD	133	C.T. of the Extremities		1	0	1
RAD	142	C.T. Clinical Practicum		0	15	5
RAD	145	C.T. Physics and Instrumentation		3	0	3
RAD	280	Advanced Imaging I		1	3	2
RAD	281	Advanced Imaging II		1	3	2
RAD	285	Special Topics in C.T.		1	0	1
				Credits 18		

### Suggested Sequence of Courses

Fall Semester				Lec	Lab	Cr
RAD 103		Intro to Computed Tomography		2	0	2
RAD 131Fa1		C.T. of the Head and Spine		1	0	1
RAD 132Fa2		C.T. of the Neck, Thorax, Abdomen		1	0	1
RAD 280Fa1		Advanced Imaging I		1	3	2
RAD 281Fa2		Advanced Imaging II		1	3	2
				Credits 8		

Fall Semester				Lec	Lab	Cr
RAD 133		C.T. of the Extremities		1	0	1
RAD 142		C.T. Clinical Practicum		0	15	5
RAD 145		C.T. Physics and Instrumentation		3	0	3
RAD 285		Special Topics in C.T.		1	0	1
				Credits 10		

## SURGICAL TECHNOLOGY

**Diploma:** Applied Science

**Major:** Surgical Technology

**Minimum Credits for Graduation:** 50

**Program Description:** The Surgical Technology (SUR) diploma program prepares graduates to take the national certification examination to practice as a Certified Surgical Technologist (CST).

**Note:** Student must be in program to enroll in any SUR classes, AHS 121, and AHS 130

Required Major Courses				Lec	Lab	Cr
SUR	101	Introduction to Surgical Technology		3	6	5
SUR	103	Surgical Procedures I*		2	6	4
SUR	104	Surgical Procedures II*		2	6	4
SUR	106	Advanced Surgical Procedures		2	0	2
SUR	110	Introduction to Surgical Practicum		1	12	5
SUR	112	Surgical Practicum I		2	6	4
SUR	113	Advanced Surgical Practicum		4	6	6
				Credits 30		

Required Related Courses				Lec	Lab	Cr
AHS	103	Biomedical Terminology		2	0	2
AHS	121	Basic Pharmacology		2	0	2
AHS	130	Procedures/Practices in OR		3	0	3
BIO	112	Basic Anatomy/Physiology		3	3	4
				Credits 11		



General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition	3	0	3
PSY	201	General Psychology	3	0	3

**Select one of the following:**

CPT	101	Introduction to Computers	3	0	3
CPT	170	Microcomputer Applications	3	0	3
			Credits 9		

**SAMPLE CURRICULUM - Surgical Technology**

First Year – Fall Semester			Lec	Lab	Cr
AHS	130	Procedures and Practices in the OR	3	0	3
BIO	112	Basic Anatomy and Physiology	3	3	4
ENG	101	English Composition I	3	0	3
SUR	101	Intro to Surgical Technology (Fall I)	3	6	5
SUR	110	Intro to Surgical Practicum (Fall II)	1	12	5
			Credits 21		

First Year – Spring Semester			Lec	Lab	Cr
AHS	103	Biomedical Terminology	2	0	2
AHS	121	Basic Pharmacology	2	0	2
CPT	101	Introduction to Computer	3	0	3
OR					
CPT	170	Microcomputer Applications	3	0	3
PSY	201	General Psychology	3	0	3
SUR	103	Surgical Procedures I (Spring I)	2	6	4
SUR	104	Surgical Procedures II (Spring II)	2	6	4
SUR	106	Advan Surgical Procedures (Spring)	2	0	2
			Credits 19		

First Year – Summer Semester			Lec	Lab	Cr
SUR	112	Surgical Practicum I (Summer)	2	6	4
SUR	113	Advan Surgical Practicum (Summer)	4	6	6
			Credits 10		



# INDUSTRIAL TECHNOLOGIES DIVISION

## APPLIED SCIENCE - BUILDING CONSTRUCTION TECHNOLOGY

- Rough-In Electrician Certificate
- Finishing Electrician Certificate
- Foundations, Framing & Renovations Certificate
- Indoor Environmental Quality Certificate
- Green Residential Construction Management Certificate
- Basic Construction Technician Certificate
- Plumbing Certificate

## APPLIED SCIENCE - COMPUTER ASSISTED DESIGN (CAD)

- Architectural Design Technician I Certificate
- Architectural Design Technician II Certificate
- Basic Design Technician Certificate
- Civil Design Technician Certificate
- Mechanical Design Technician Certificate

## APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY

- Civil Engineering Technology Associate Degree
- Engineering Technology Preparation Certificate
- Engineering Surveying Certificate
- Civil Engineering Management Certificate
- Highway Engineering Certificate

## APPLIED SCIENCE - COSMETOLOGY

- Cosmetology Diploma

## APPLIED SCIENCE - GENERAL TECHNOLOGY

- General Technology Associate Degree

## APPLIED SCIENCE - HVAC

- Heat Pump Certificate
- Designing HVAC Systems Certificate
- Commercial Refrigeration Certificate

## APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

- Industrial Electronics Technology Associate Degree
- Industrial Elec. Tech-Biomedical Equip Associate Degree
- Digital Home Technology Integration - NEW Certificate
- Basic Audio-Video Production Tech Certificate
- Network Administrator Certificate
- Network Engineer Certificate
- A+ Computer Servicing Certificate
- Alternative Energy Construction Certificate

## APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY

- Basic Industrial Systems Technology Certificate

## APPLIED SCIENCE - BUILDING CONSTRUCTION TECHNOLOGY

**Program Description:** The Building Construction Technology certificate program prepares students for employment in construction and construction-related industries. Students are trained in all phases of residential and light commercial construction through a combination of classroom and practical application experiences.

### BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATES

**Certificates:** Basic Construction Technician, Finishing Electrician, Foundations/Framing/Restorations, Green Residential Construction Management, Indoor Environmental Quality, Plumbing, Rough-In Electrician.

#### BASIC CONSTRUCTION TECHNICIAN CERTIFICATE

**Program Description:** The Basic Construction Technician certificate program supplies the fundamental skills for entering the new and renovating construction industry. Basic construction information, hand-on operation of hand and power tools, print reading, materials used in residential construction and an overview on how residential structures are built and included. Emphasis is placed on “green” building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

Required Certificate Courses				Lec	Lab	Cr
BCT	105	Tools Usage and Safety		2	0	2
BCT	112	Construction Print Reading		2	0	2
BCT	224	Building Materials		3	0	3
BCT	240	Green Residential Const. Overview		3	0	3
						Credits 10

#### FINISHING ELECTRICIAN CERTIFICATE

**Program Description:** The Finishing Electrician Certificate is the advance continuation of electrician education. The Finishing Electrician is responsible for completing the residential wiring process by install all outlets, switches, and fixtures after wall and ceiling construction has been completed. The Finishing Electrician will also supply education in installing appliances such as electric stove, water heaters, and heating/cooling devices. The certificate also includes the National Electrical Code journeyman’s license preparation course. Students pursuing the Finishing Electrician Certificate should have completed the Rough-In Electrician Certificate

Required Certificate Courses				Lec	Lab	Cr
BCT	139	Advanced Residential Wiring		3	0	3
BCT	141	Fixtures and Installation		3	0	3
EEM	140	National Electrical Code		3	0	3
						Credits 9

#### FOUNDATIONS/FRAMING/RENOVATIONS CERTIFICATE

**Program Description:** The Foundations/Framing/Renovations certificate program is the study of foundations and framing techniques used in residential construction, as well as the techniques used in renovating and remodeling existing residential structures. Emphasis is placed on “green” building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

Required Certificate Courses				Lec	Lab	Cr
BCT	208	Framing/Roofing		3	0	3
BCT	210	Interior/Exterior Installation		3	0	3
BCT	244	Site Layout/Foundation Types		3	0	3
						Credits 9

#### GREEN RESIDENTIAL CONSTRUCTION MANAGEMENT CERTIFICATE

**Program Description:** The Green Residential Construction Management Certificate covers all phases of management from site layout to finishing construction. Areas covered are bidding, contracts, specifications, estimating, print reading, and building codes. Special emphasis on environmental resistant construction codes is provided. Project management software applications are used to organize all projects as well as business applications. Emphasis is placed on “green” building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

Required Certificate Courses				Lec	Lab	Cr
BCT	112	Construction Print Reading		2	0	2
BCT	131	Estimating/Quantity Take Off		2	0	2
BCT	221	Construction Building Codes		3	0	3
IST	150	Project Mgt. Essentials for IT Professionals		3	0	3
MAT	160	Math for Business & Finance		3	0	3

#### Select two of the following

BCT	230	Bidding/Contracts/Specification		3	0	3
BCT	250	Environmental Resistant Const. Codes		3	0	3
BCT	255	Construction Internship		3	0	3
						Credits 19

## INDOOR ENVIRONMENTAL QUALITY CERTIFICATE

**Program Description:** The Indoor Environment Quality certificate program is a study of indoor air quality issues in residential construction. Coursework will include training on the selection of materials for insulation and air sealing of a building envelope/interior spaces. The installation of insulation materials used current practices in energy management alternative energy sources and energy auditing techniques are explored. "Green" building techniques with LEED principles is also emphasized.

Required Certificate Courses			Lec	Lab	Cr
BCT	241	Green Materials	3	0	3
BCT	242	Insulations	3	0	3
BCT	243	Energy Efficiency & Weatherization	3	0	3
			Credits 9		

## PLUMBING CERTIFICATE

**Program Description:** The Plumbing certificate program is designed to provide the student with skills in the basic operation of residential plumbing, looking specifically at the areas of water distribution and sewer collection. Topics of study include water recovery systems, rain water harvesting and gray water strategies. Emphasis is placed on "green" building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

Required Certificate Courses			Lec	Lab	Cr
BCT	112	Construction Print Reading	2	0	2
BCT	159	Plumbing Installations and Repairs	3	0	3
BCT	245	Green Plumbing Concepts	3	0	3
			Credits 8		

## ROUGH-IN ELECTRICIAN CERTIFICATE

**Program Description:** The Rough-In Electrician certificate program provides educational training for rough-in electricians who would be able to come to a new or existing structure, interpret electrical floor plans, drill holes, run and cut wire, and install boxes and fixtures. The rough-in electrician will have a working knowledge of the National Electrical Code that applies to the actions listed. They will have had training in hand and power tools associated with the operations listed.

Required Certificate Courses			Lec	Lab	Cr
BCT	112	Construction Print Reading	2	0	2
EEM	105	Basic Electricity	2	0	2
EEM	171	Electrical Installation/Electrical Codes	4	0	4
			Credits 8		

## APPLIED SCIENCE - COMPUTER AIDED DESIGN AND DRAFTING (CAD)

Computer Aided Design and Drafting program offers students an opportunity to become an integral part of the design workforce by either simply being a CAD operator or by evolving as a design technician in a specialized field such as Architectural, Civil and Mechanical Engineering.

### COMPUTER AIDED DESIGN CERTIFICATES

**Certificates:** Basic Design Technician, Architectural Design Technician I, Architectural Design Technician II, Civil Design Technician, and Mechanical Design Technician.

#### BASIC DESIGN TECHNICIAN CERTIFICATE

**Program Description:** The Basic Design Technician certificate program is designed to introduce students to the computer aided design and drafting techniques and how those techniques can be used to generate engineering drawings. Completion of this certificate will ensure proficiency in the latest AutoCAD design software. Topics covered within this certificate include introduction to engineering design and graphics, basic and intermediate CAD techniques and advanced 3-Dimensional computer aided drafting.

Required Certificate Courses				Lec	Lab	Cr
EGT	109	Intro to Engineering Graphics		3	0	3
EGT	151	Intro to CAD		3	0	3
EGT	152	Fundamentals of CAD		3	0	3
EGT	252	Advanced CAD		3	0	3
				Credits 12		

#### ARCHITECTURAL DESIGN TECHNICIAN I CERTIFICATE

**Program Description:** The Architectural Design Technician I certificate program is designed to introduce students to the Architectural field of Engineering. Fundamental concepts of design and construction techniques in residential and light commercial buildings are learned. Students learn the aesthetic aspect of architectural styles from prehistoric times to present and gain proficiency in print reading, building codes, estimating and take off.

Required Certificate Courses				Lec	Lab	Cr
AET	101	Building Systems I		3	0	3
AET	202	History of Architecture		3	0	3
BCT	112	Construction Print Reading		2	0	2
BCT	131	Estimating/Quantity Take Off		2	0	2
BCT	221	Construction Building Codes		3	0	3
				Credits 13		

#### ARCHITECTURAL DESIGN TECHNICIAN II CERTIFICATE

**Program Description:** The Architectural Design Technician II certificate program is designed to provide students with advanced skills of designing and drawing residential and light commercial buildings in 3-Dimensions. Specialized 3-Dimension software will be presented. Students learn how to subdivide a given square footage of a proposed building into residential components for best functional utilization. The program also helps students develop a portfolio with projects from architectural, mechanical, HVAC, electrical, other residential and light commercial design components.

Required Certificate Courses				Lec	Lab	Cr
AET	124	Residential Design I		3	0	3
AET	221	Architectural Computer Graphics II		4	0	4
EGT	225	Architectural Drawing Applications		4	0	4
EGT	258	Applications of CAD		3	0	3
EGT	259	Advanced Architectural CAD		3	0	3
				Credits 17		

#### CIVIL DESIGN TECHNICIAN CERTIFICATE

**Program Description:** Civil Design Technician certificate program will provide knowledge for students to work in land surveying and civil applications. Topics covered include basics of land surveying, map topography, plat preparation and civil project designing. Students will learn to operate surveying equipment and complete drawing projects using concepts related to linear and angular measurements, map projections, data capture and land development. Portfolio development will also be part of this certificate.

Required Certificate Courses				Lec	Lab	Cr
EGR	285	Engineering Surveying I		3	0	3
EGR	295	Engineering Surveying Lab I		0	1	1
EGT	105	Basic Civil Drafting		2	0	2
EGT	257	Advanced Civil CAD		3	0	3
EGT	258	Applications of CAD		3	0	3
				Credits 12		



## MECHANICAL DESIGN TECHNICIAN CERTIFICATE

**Program Description:** Mechanical Design Technician certificate program is introduced to prepare workforce for design and manufacturing industries. This program will help students develop their basic and advanced engineering graphic skills to produce technical drawings. 3-Dimensional object based and state-of-the-art parametric design concepts are introduced for designing machineries and their components. Additive and subtractive 3-D modeling concepts using solid modeling software will be applied for product development and techniques of rapid prototyping are introduced. Students will demonstrate their machine design skills by producing models of working prototypes and develop a portfolio to share with prospective employers.

Required Certificate Courses			Lec	Lab	Cr
EGT	110	Engineering Graphics I	4	0	4
EGT	210	Engineering Graphics III	4	0	4
EGT	245	Principles of Parametric CAD	3	0	3
EGT	282	Rapid Prototyping I	4	0	4
EGT	258	Applications of CAD	3	0	3

Credits 18

## CIVIL ENGINEERING TECHNOLOGY

**Degree:** Associate in Applied Science

**Major:** Civil Engineering Technology

**Minimum Credits for Graduation:** 63

**Program Description:** The Civil Engineering Technology (CET) associate degree program prepares students to perform at the technician level in Civil Engineering. Students are provided training in design, drafting, surveying and construction techniques. CET graduates' employment opportunities include surveying firms, engineering consultants, materials testing firms, state and federal governments, construction companies, and highway departments. Typically, graduates obtain jobs working as members of survey teams, in computer aided drafting and design, or as assistant engineers in the design of steel and concrete structures or working under the supervision of engineers as land developers, building inspectors, and construction superintendent trainees, soil and concrete testing technicians, highways, storm/sewage drainage technicians, and water supply systems technicians.

**Students applying to the Civil Engineering Technology associate degree program must supply the following documentation before registering for courses:**

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the CET associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing College directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcripts must at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students but will not be admitted into the CET program until all requirements are met.

Required Major Courses			Lec	Lab	Cr
CET	120	Construction Materials	3	0	3
EGR	110	Intro to Computer Environment	3	0	3
EGR	194	Statics & Strength of Materials	4	0	4
EGR	285	Engineering Survey I	3	0	3
EGT	109	Intro to Engineering/Design Graphics	3	0	3

Credits 16

Required Related Courses			Lec	Lab	Cr
CET	215	Soil Mechanics Fundamentals	2	0	2
CET	218	Hydraulics	3	0	3
CET	242	Concrete Design	3	0	3
CET	244	Structural Steel Design	3	0	3
CET	246	Environmental Systems Technology	3	0	3
CET	251	Highway Design	3	0	3
EGR	286	Engineering Surveying II	3	0	3
EGR	295	Engineering Surveying Lab I	0	3	1
EGR	296	Engineering Surveying Lab II	0	3	1
ENG	260	Advanced Technical Communications	3	0	3
MAT	111	College Trigonometry	3	0	3
CHM	110	College Chemistry I	4	0	4
OR					
PHY	201	Physics I	4	0	4

Credits 32

General Education Requirements				Lec	Lab	Cr
ENG	101	English Composition I		3	0	3
MAT	110	College Algebra		3	0	3
PSY	201	General Psychology		3	0	3
SPC	205	Public Speaking		3	0	3
***	***	Humanities Elective		3	0	3
				Credits 15		

#### SAMPLE CURRICULUM - Civil Engineering Technology

First Year - Fall Semester				Lec	Lab	Cr	Second Year - Fall Semester				Lec	Lab	Cr
CET	120	Construction Materials		3	0	3	CET	218	Hydraulics		3	0	3
EGR	285	Engineering Survey I		3	0	3	PSY	201	General Psychology		3	0	3
EGR	295	Engineering Survey Lab I		0	3	1	CET	242	Concrete Design		3	0	3
EGR	110	Intro to Computer Enviro.		3	0	3	CHM	110	College Chemistry I		4	0	4
ENG	101	English Composition I		3	0	3							
MAT	110	College Algebra		3	0	3	OR						
				Credits 16			PHY	201	Physics I		4	0	4
											Credits 13		
First Year - Spring Semester				Lec	Lab	Cr	Second Year - Spring Semester				Lec	Lab	Cr
EGT	109	Intro to Engineering/Design Graphics		3	0	3	CET	251	Highway Design		3	0	3
EGR	286	Engineering Survey II		3	0	3	CET	244	Structural Steel Design		3	0	3
EGR	296	Engineering Survey Lab II		0	3	1	ENG	260	Advanced Tech Comms		3	0	3
MAT	111	College Trigonometry		3	0	3	SPC	205	Public Speaking		3	0	3
***	***	Humanities Elective		3	0	3					Credits 12		
				Credits 13									
First Year - Summer Semester				Lec	Lab	Cr							
CET	215	Soil Mechanics Fundamentals		2	0	2							
CET	246	Environmental Systems Tech.		3	0	3							
EGR	194	Stats & Strength of Materials		4	0	4							
				Credits 9									

#### ENGINEERING TECHNOLOGY PREPARATION CERTIFICATE

**Program Description:** This certificate is designed to give students the basic skills necessary to succeed in further study in the area of engineering or engineering technology. The certificate also provides students with skills to compete for entry-level positions in engineering and surveying offices. Students learn the basics of engineering design, the science of plane surveying and are introduced to computational and design software used in most civil engineering surveying and design firms.

Required Certificate Courses				Lec	Lab	Cr
CET	120	Construction Materials		3	0	3
EGR	103	Prep for Engineering Technology		2	0	2
EGR	110	Introduction to Computer Environment		3	0	3
EGR	285	Engineering Surveying I		3	0	3
EGR	295	Engineering Surveying Lab I		0	3	1
EGT	151	Introduction to CAD		3	0	3
MAT	110	College Algebra		3	0	3
				Credits 18		

#### ENGINEERING SURVEYING CERTIFICATE

**Program Description:** Engineering Surveying certificate holders will be able to demonstrate skills that will allow them to perform the high level tasks on a survey crew, such as instrument person, rod person, or crew chief.

Required Certificate Courses				Lec	Lab	Cr
EGR	285	Engineering Surveying I		3	0	3
EGR	286	Engineering Surveying II		3	0	3
EGR	295	Engineering Surveying Lab I		1	0	1
EGR	296	Engineering Surveying Lab II		1	0	1
				Credits 8		

### **CIVIL ENGINEERING MANAGEMENT CERTIFICATE**

**Program Description:** The Civil Engineering Management certificate is designed to provide training in civil engineering construction management and construction management software. In addition, this certificate holder will have had the technical training to perform a number of jobs in civil construction projects. Inspectors, assistant superintendents, and material testing and acceptance technicians are all potential job functions.

<b>Required Certificate Courses</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
CET	120	Construction Materials	3	0	3
CET	230	Construction Management	3	0	3
CET	242	Concrete Design	3	0	3
CET	244	Structural Steel Design	3	0	3
CET	251	Highway Design	3	0	3
IST	150	Project Mgt Essentials for IT Professionals	3	0	3
					<b>Credits 18</b>

### **HIGHWAY ENGINEERING CERTIFICATE**

**Program Description:** The Skills acquired by obtaining the Highway Engineering Certificate include stormwater estimation and design, soil classification and testing, and highway design and construction. The certificate indicates readiness to perform as material testing technicians, civil engineering assistants, construction inspectors, and similar positions.

<b>Required Certificate Courses</b>			<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
CET	215	Soils Mechanics Fundamentals	2	0	2
CET	218	Hydraulics	3	0	3
CET	251	Highway Design	3	0	3
					<b>Credits 8</b>

## APPLIED SCIENCE - COSMETOLOGY

Diploma: Applied Science

Major: Cosmetology

Minimum Credits Required for Graduation: 54

**Program Description:** The Cosmetology (COS) diploma program prepares students for entry-level positions in salons. Hair, skin and nail care theories are studied to develop an understanding of the procedures used within the industry. Students entering the Cosmetology Diploma program must send an official copy of their high school transcripts to the Office of Admissions. The transcript must show the student has completed the tenth grade of high school. Students will not be permitted to register for the Cosmetology program until the Office of Admissions has the transcript on record. Students will be required to take the COMPASS/ASSET academic skills evaluation for placement in English, Psychology and Mathematics. In order to take Cosmetology courses a student must be accepted into the Cosmetology Program by completing ENG 100, RDG 100, and MAT 032 or COMPASS placement for ENG 101, BUS 140, PSY 201 or by instructor approval.

Required Major Courses			Lec	Lab	Cr
COS	106	Facials & Makeup	2	3	3
COS	108	Nail Care	2	3	3
COS	112	Shampoo & Rinses	3	3	4
COS	116	Hair Styling I	1	9	4
COS	206	Chemical Hair Waving	1	6	3
COS	210	Hair Coloring	1	6	3
			Credits 20		

Required Related Courses			Lec	Lab	Cr
COS	101	Fundamentals of Cosmetology	0.5	7.5	3
COS	102	Sanitation Procedures	2	3	3
COS	110	Scalp & Hair Care	1.5	4.5	3
COS	114	Hair Shaping	2	6	4
COS	120	Mannequin Practice	2	3	3
COS	201	Salon Management	0.5	7.5	3
COS	208	Chemical Hair Relaxing	0.5	7.5	3
COS	212	Hair Lightening	1	6	3
			Credits 25		

General Education Requirements			Lec	Lab	Cr
BUS	140	Business Mathematics	3	0	3
ENG	101	English Composition I	3	0	3

### Select one of the following:

PSY	103	Human Relations	3	0	3
PSY	201	General Psychology	3	0	3
			Credits 9		

### SAMPLE CURRICULUM - Cosmetology

First Year - Fall Semester			Lec	Lab	Cr
COS	101	Fundamentals of Cosmetology	0.5	7.5	3
COS	106	Facials & Makeup	2	3	3
COS	110	Scalp and Hair Care	1.5	4.5	3
COS	114	Hair Shaping	2	6	4
COS	116	Hair Styling I	1	9	4
PSY	201	General Psychology	3	0	3
			Credits 20		

First Year - Spring Semester			Lec	Lab	Cr
COS	201	Salon Management	0.5	7.5	3
COS	206	Chemical Hair Waving	1	6	3
COS	208	Chemical Hair Relaxing	0.5	7.5	3
COS	210	Hair Coloring	1	6	3
COS	212	Hair Lightening	1	6	3
ENG	101	English Composition I	3	0	3
			Credits 18		

First Year - Summer Semester			Lec	Lab	Cr
BUS	140	Business Mathematics	3	0	3
COS	102	Sanitation Procedures	2	3	3
COS	108	Nail Care	2	3	3
COS	112	Shampoo & Rinses	3	3	4
COS	120	Mannequin Practice	2	3	3
			Credits 16		

## GENERAL TECHNOLOGY

**Degree:** Associate in Occupational Technology

**Major:** General Technology

**Minimum Credits Required for Graduation:** 64

**Program Description:** The General Technology (TEC) associate degree program allows the opportunity to combine fundamental general education courses with a technical specialty and a cross technology to form a degree program.

Students applying to the General Technology associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the General Technology associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business & Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development students but will not be admitted into the General Technology programs until all requirements are met.

### Required Major Courses

The major consists of at least 28 semester hours in an approved degree, diploma or technical education certificate program with course selection to be approved by the Division Dean. Courses must be selected from only one program area (one degree, one diploma, or one certificate program).

Credits 28

### Cross Technology Courses

These courses consist of 15 semester hours from any one approved degree, diploma or technical education certificate program with advisor approval and 3.0 semester hours of cooperative education or appropriate substitute. The Cross Technology Courses must be in another technical program.

General Education Requirements			Lec	Lab	Cr
ENG	101	English Composition I	3	0	3
SPC	205	Public Speaking	3	0	3
***	***	Humanities Elective	3	0	3

### Select one of the following:

MAT	105	Intro to College Algebra	5	0	5
MAT	110	College Algebra	3	0	3
MAT	160	Math for Business and Finance	3	0	3

### Select one of the following:

PSY	103	Human Relations	3	0	3
PSY	201	General Psychology	3	0	3

Credits 15

### Electives

Credits 6

### SAMPLE CURRICULUM - HVAC Technology with Cross Training in Computer Assisted Design (CAD)

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
ACR	102	Tools & Service Techniques	3	0	3	ACR	118	Air Conditioning Fundamentals	3	0	3
ACR	240	Advanced Automatic Controls	3	0	3	ACR	160	Service Customer Relations	3	0	3
EEM	117	AC/DC Circuits I	4	0	4	ACR	210	Heat Pumps	4	0	4
EGT	109	Intro to Engineering Design/Graphics	3	0	3	EGT	152	Fundamentals of CAD	3	0	3
						SPC	205	Public Speaking	3	0	3
						***	***	Humanities Elective	3	0	3
						Credits 19					
Select one course from the following:						Second Year - Spring Semester			Lec	Lab	Cr
MAT	110	College Algebra	3	0	3	ACR	110	Heating Fundamentals	4	0	4
MAT	160	Math for Business & Finance	3	0	3	ACR	140	Automatic Controls	3	0	3
						EGT	252	Advanced CAD	3	0	3
						PSY	201	General Psychology	3	0	3
						***	***	Humanities Elective	3	0	3
						Credits 16					
First Year - Spring Semester			Lec	Lab	Cr						
ACR	108	Refrigeration Fundamentals	3	0	3						
ACR	131	Commercial Refrigeration	3	0	3						
ACR	250	Duct Fabrication	3	0	3						
EGT	151	Introduction to CAD	3	0	3						
ENG	101	English Composition I	3	0	3						
						Credits 15					

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

### HVAC CERTIFICATES

**Certificates:** Commercial Refrigeration, Designing HVAC Systems, and Heat Pump.

#### COMMERCIAL REFRIGERATION CERTIFICATE

**Program Description:** The Commercial Refrigeration certificate program prepares students to service, troubleshoot, and repair commercial refrigeration equipment.

Required Certificate Courses			Lec	Lab	Cr
ACR	102	Tools & Service Techniques	3	0	3
ACR	107	Wiring Diagrams	2	0	2
ACR	108	Refrigeration Fundamentals	3	0	3
ACR	131	Commercial Refrigeration	4	0	4
ACR	140	Automatic Controls	3	0	3
ACR	160	Service Customer Relations	3	0	3
ACR	206	Advanced Electricity for HVAC/R	2	0	2
ACR	231	Advanced Refrigeration	4	0	4
ACR	240	Advanced Automatic Controls	3	0	3

**Select one course from the following:**

ACR	251	Supervised Coop Work Exp. in HVAC	0	16	4
EEM	117	AC/DC Circuits I	4	0	4
			Credits 31		

#### DESIGNING HVAC SYSTEMS CERTIFICATE

**Program Description:** The Designing HVAC Systems certificate program prepares students to design air conditioning systems. This includes equipment selection and duct design.

Required Certificate Courses			Lec	Lab	Cr
ACR	108	Refrigeration Fundamentals	3	0	3
ACR	110	Heating Fundamentals	4	0	4
ACR	118	Air Conditioning Fundamentals	3	0	3
ACR	160	Service Customer Relations	3	0	3
ACR	221	Residential Load Calculations	2	0	2
ACR	224	Codes & Ordinances	2	0	2
ACR	250	Duct Fabrication	3	0	3
			Credits 20		

#### HEAT PUMP CERTIFICATE

**Program Description:** The Heat Pump certificate program prepares students to service, troubleshoot, repair, and install electric heat pumps.

Required Certificate Courses			Lec	Lab	Cr
ACR	102	Tools & Service Techniques	3	0	3
ACR	107	Wiring Diagrams	2	0	2
ACR	108	Refrigeration Fundamentals	3	0	3
ACR	110	Heating Fundamentals	4	0	4
ACR	118	Air Conditioning Fundamentals	3	0	3
ACR	140	Automatic Controls	3	0	3
ACR	160	Service Customer Relations	3	0	3
ACR	206	Advanced Electricity for HVAC/R	2	0	2
ACR	210	Heat Pumps	4	0	4
ACR	250	Duct Fabrication	3	0	3

**Select one course from the following:**

ACR	251	Supervised Coop Work Exp. in HVAC	0	16	4
EEM	117	AC/DC Circuits I	4	0	4
			Credits 34		



## APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

Degree: Associate in Applied Science

Major: Electronics Technology

Minimum Credits Required for Graduation: 64

**Program Description:** The Industrial Electronics (EEM) associate degree program is designed to provide students with the basic technical background to pursue careers in the areas of electronic installation, servicing and maintenance and entry-level computer repair.

Students applying to the Industrial Electronics Technology associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the EEM program until all requirements are met. Microsoft Certification Students: See your advisor for a list of courses required from Microsoft Certified System Engineer training.

### Required Major Courses

	Lec	Lab	Cr
EEM 117 AC/DC Circuits I	4	0	4
EEM 201 Electronic Devices I	3	0	3
EEM 231 Digital Circuits I	3	0	3
EEM 241 Microprocessors	3	0	3
EEM 243 Introduction to Computer Servicing	3	0	3
Credits 16			

### Required Related Courses

	Lec	Lab	Cr
EEM 244 Computer Servicing Troubleshooting	3	0	3
EEM 261 Electronic Communications	3	0	3
EEM 275 Technical Troubleshooting	3	0	3
IST 162 Intro to Workstation Networking Admin.	3	0	3
IST 163 Intro to Server Networking Config. Admin.	3	0	3
IST 164 Implementing Network Infrastructure Service	3	0	3
IST 166 Network Fundamentals	3	0	3
IST 263 Designing Network Security	3	0	3

### Select two courses from the following:

EEM 170 Electrical Installation	3	0	3
EEM 233 Digital Home Technology Integration	3	0	3
EEM 265 FCC General License Preparations	3	0	3
EEM 280 Alternative Energy Issues	3	0	3
EEM 281 Mechanical/Solid-State Generators	3	0	3
IST 165 Design of Directory Svcs Infrastructure	3	0	3
RTV 101 Audio Technologies	3	0	3
RTV 113 Video Editing	3	0	3
Credits 30			

### General Education Requirements

	Lec	Lab	Cr
ENG 101 English Composition I	3	0	3
SPC 205 Public Speaking	3	0	3
*** *** Humanities Elective	3	0	3

### Select one of the following:

MAT 110 College Algebra	3	0	3
MAT 160 Math for Business & Finance	3	0	3

### Select one of the following:

PSY 103 Human Relations	3	0	3
PSY 201 General Psychology	3	0	3

Credits 15

### Elective

Credits 3

### SAMPLE CURRICULUM - Electronics Technology

#### First Year - Fall Semester

	Lec	Lab	Cr
EEM 117 AC/DC Circuits I	4	0	4
EEM 231 Digital Circuits I	3	0	3
EEM 241 Microprocessors	3	0	3
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
Credits 16			

#### Second Year - Fall Semester

	Lec	Lab	Cr
EEM 244 Computer Svcs Troublesht	3	0	3
EEM 261 Electronic Communications	3	0	3
IST 163 Intro to Srvr Ntwrk Config Admin	3	0	3
IST 164 Implementing Ntwrk Infrastr Svc	3	0	3
*** *** Humanities Elective	3	0	3
Credits 15			

#### First Year - Spring Semester

	Lec	Lab	Cr
EEM 201 Electronic Devices I	3	0	3
EEM 243 Intro to Computer Servicing	3	0	3
IST 162 Intro to Workstation Ntwrk Admin	3	0	3
IST 166 Network Fundamentals	3	0	3
MAT 160 Math for Bus and Fin	3	0	3
Credits 15			

#### Second Year - Spring Semester

	Lec	Lab	Cr
IST 165 Design of Dir Svcs Troubleshtg	3	0	3
IST 263 Designing Network Security	3	0	3
EEM 265 FCC Gen License Prep	3	0	3
EEM 275 Technical Troubleshooting	3	0	3
SPC 205 Public Speaking	3	0	3
*** *** Humanities Elective	3	0	3
Credits 18			

## APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

Degree: Associate in Applied Science

Major: Electronics Technology – Biomedical Equipment Pathway

Minimum Credits Required for Graduation: 64

**Program Description:** Biomedical equipment technicians work on medical equipment such as defibrillators, heart monitors, medical imaging equipment (x-rays, CAT scanners, and ultrasound equipment), and are employed to work in a hospital or medical center environment.

Students applying to the Industrial Electronics Technology – Biomedical Equipment Pathway (EEM.BIO) associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM.BIO associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the program until all requirements are met.

Required Major Courses				Lec	Lab	Cr
EEM	117	AC/DC Circuits I		4	0	4
EEM	201	Electronic Devices I		3	0	3
EEM	231	Digital Circuits I		3	0	3
EEM	241	Microprocessors		3	0	3
EEM	243	Introduction to Computer Servicing		3	0	3
				Credits 16		

Required Coursework in Electronics				Lec	Lab	Cr
BMT	220	Bio-Instrumentation I*~		4	0	4
BMT	230	Bio-Instrumentation II~		4	0	4
BMT	233	Medical Equipment & Repair~		3	0	3
BMT	235	Coop/Internship in Biomedical Equipment		1	6	3
EEM	244	Computer Servicing Troubleshooting		3	0	3
IST	162	Intro to Workstation Networking Admin.		3	0	3
IST	163	Intro to Svr Ntwrk Config Admin		3	0	3
IST	166	Network Fundamentals		3	0	3

### Select one of the following:

BIO	112	Basic Anatomy and Physiology		4	0	4
EEM	274	Technical/Systems Troubleshooting		4	0	4
				Credits 30		

General Education Requirements				Lec	Lab	Cr
ENG	101	English Composition I		3	0	3
SPC	205	Public Speaking		3	0	3
***	***	Humanities Elective		3	0	3

### Select one of the following:

MAT	160	Math for Business & Finance		3	0	3
MAT	110	College Algebra		3	0	3

### Select one of the following:

PSY	103	Human Relations		3	0	3
PSY	201	General Psychology		3	0	3
				Credits 15		

Elective				Credits 3		
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\*Pre-Requisites: BMT 220 must have the following pre-requisites completed: EEM 117, EEM 231, EEM 201, EEM 241 and EEM 243 or permission of instructor.

~Corequisites: EEM 244, IST 162, IST 164 and IST 166

**SAMPLE CURRICULUM - Electronics Technology – Biomedical Equipment Repair Pathway**

First Year - Fall Semester				Lec	Lab	Cr	Second Year - Spring Semester				Lec	Lab	Cr
EEM	117	AC/DC Circuits I		4	0	4	BMT	230	Bio-Instrumentation II		4	0	4
EEM	231	Digital Circuits I		3	0	3	BMT	233	Medical Equipment & Repair		3	0	3
EEM	241	Microprocessors		3	0	3	IST	166	Network Fundamentals		3	0	3
ENG	101	English Composition I		3	0	3	***	***	Humanities Elective		3	0	3
						Credits 13							Credits 13
First Year – Spring Semester				Lec	Lab	Cr	Second Year – Summer Semester				Lec	Lab	Cr
EEM	201	Electronic Devices I		3	0	3	BMT	235	COOP/Intern in Bio-med Equip		1	6	3
EEM	243	Intro to Computer Servicing		3	0	3	PSY	103	Human Relations		3	0	3
IST	162	Intro to Wrkstat Ntwrk Admin		3	0	3	SPC	205	Public Speaking		3	0	3
MAT	160	Math for Business & Finance		3	0	3	***	***	Elective		3	0	3
						Credits 12							Credits 12
Second Year - Fall Semester				Lec	Lab	Cr							
BIO	112	Basic Anatomy & Physiology		4	0	4							
EEM	274	Technical Systems/Troubleshooting		4	0	4							
BMT	220	Bio-Instrumentation I		4	0	4							
EEM	244	Computer Svcs Troubleshtg		3	0	3							
IST	163	Intro to Server Network Config Admin		3	0	3							
						Credits 14							

**APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY CERTIFICATES**

**Certificates:** A+ Computer Servicing, Basic Audio-Video Production, Computer Networking Technology, Network Administrator, and Network Engineer.

Students interested in the A+ Computer Servicing, Basic Audio-Video Production, Computer Networking Technology, Network Administrator, or Network Engineer certificates must have completed the following procedures: Candidates must have taken the ASSET/COMPASS academic evaluation and be qualified for Critical Reading (RDG 100). This may be substituted with an official college transcript demonstrating the certificate candidate has successfully completed English Composition I (ENG 101) with a letter grade of "C" or better. Candidates for Computer Networking Technology certificates must be in the final stages of completing all prerequisite courses or proof of computer networking experience. The experience should be equal to one year of on-the-job experience and be in a written form on company letterhead. All documentation must be in place prior to general college registration.

**A+ COMPUTER SERVICING CERTIFICATE**

**Program Description:** The A+ Computer certificate program is the first step into a career in computer repair, computer networking, and computer system engineering. The A+ Computer certificate gives students the opportunity to acquire the knowledge to be a computer hardware technician. Additionally, it also provides the prerequisite skills required for training in the Microsoft Certified Systems Engineer certificate. Contact an instructor for further details on classes.

<b>Required Certificate Courses</b>				<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
EEM	117	AC/DC Circuits I		4	0	4
EEM	201	Electronic Devices I		3	0	3
EEM	231	Digital Circuits I		3	0	3
EEM	241	Microprocessor		3	0	3
EEM	243	Introduction to Computer Servicing		3	0	3
EEM	244	Computer Servicing Troubleshooting		3	0	3
				Credits 19		

**BASIC AUDIO-VIDEO PRODUCTION TECHNICIAN CERTIFICATE**

**Program Description:** The Basic Audio-Video Production Technician certificate program provides and expands the skills needed for audio/video production used in digital production for radio, TV, large scale digital storage, or Internet presentations. Students will develop skills via course work and intern/supervised work situations. Graduates of this certificate will work in audio and video production as it applies to radio, TV, Internet or mass storage technology.

<b>Required Certificate Courses</b>				<b>Lec</b>	<b>Lab</b>	<b>Cr</b>
EEM	117	AC/DC Circuits		4	0	4
EEM	201	Electronics Devices		3	0	3
EEM	231	Digital Circuits		3	0	3
IST	162	Intro to Workstation Networking Admin		3	0	3
IST	163	Intro to Server Networking Config Admin		3	0	3
RTV	101	Audio Techniques		3	0	3
RTV	103	Field Operations		3	0	3
RTV	113	Video Editing		3	0	3
				Credits 25		

### DIGITAL HOME TECHNOLOGY INTEGRATION CERTIFICATE

The Digital Home Technology Integration certificate program will be developed to provide technical education for students preparing for a career in installing wiring of computer networks, audio systems, video/surveillance systems, anti-theft systems, and remote control devices. The DHTI installer must be familiar with handling and installing various types of cabling and using the tools associated with installation. While learning the hands-on components of the trade the students will also be preparing for the Digital Home Technology Integration Examination.

Required Certificate Courses			Lec	Lab	Cr
EEM	117	AC/DC Circuits I	4	0	4
EEM	170	Electrical Installation	3	0	3
EEM	231	Digital Circuits I	3	0	3
EEM	233	Digital Home Technology Integration	3	0	3
IST	263	Designing Network Security	3	0	3

#### Select one of the following:

BCT	255	Construction Mgt	3	0	3
EEM	241	Microprocessors I	3	0	3
			Credits	19	

### NETWORK ADMINISTRATOR CERTIFICATE

**Program Description:** The Network Administrator certificate program is designed for persons wanting the skills needed to install, maintain, and repair local area (LAN) networks in residential, business, government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Administrator (MCSA) certificate.

Required Certificate Courses			Lec	Lab	Cr
EEM	117	AC/DC Circuits I	4	0	4
EEM	231	Digital Circuits I	3	0	3
EEM	241	Microprocessor I	3	0	3
EEM	275	Technical Troubleshooting	3	0	3
IST	162	Intro. to Workstation Networking Admin.	3	0	3
IST	163	Introduction to Server Networking	3	0	3
IST	164	Implementing Windows Network Infrastructure	3	0	3
IST	166	Networking Fundamentals	3	0	3

#### Select one of the following:

IST	165	Design of Directory Service Infrastructure	3	0	3
IST	263	Design Network Security	3	0	3
			Credits	28	

### NETWORK ENGINEER CERTIFICATE

**Program Description:** The Network Engineer certificate program is designed for persons wanting the skills needed to design, install, maintain, and repair local area (LAN) network in residential, business government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Engineer (MCSE) certificate. More emphasis is spent on designing and security systems than in the MCSA certificate.

Required Certificate Courses			Lec	Lab	Cr
IST	162	Intro. to Workstation Networking Admin	3	0	3
IST	163	Introduction to Server Networking	3	0	3
IST	164	Implementing Windows Network Infrastructure	3	0	3
IST	165	Implementing Windows Directory Service	3	0	3
IST	166	Networking Fundamentals	3	0	3
IST	263	Designing Network Security	3	0	3
			Credits	18	

### ALTERNATIVE ENERGY CONSTRUCTION CERTIFICATE

**Program Description:** The Alternative Energy Construction certificate program is designed to provide an overview of the alternative energy initiatives in but not limited to solar, wind, and tidal energy generation. Students will be provided skill sets in AC/DC power, digital circuits, mechanical and solid-state power generation, and integration of these devices in a residential setting. Emphasis is placed on “green” building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

Required Certificate Courses			Lec	Lab	Cr
EEM	117	AC/DC Circuits	4	0	4
EEM	231	Digital Circuits	3	0	3
EEM	280	Alternative Energy Issues	3	0	3
EEM	281	Mech/Solid-State Energy Generators	3	0	3
EEM	282	Generator Support Systems	3	0	3

**Select one of the following:**

BCT	255	Construction Internship	3	0	3
EEM	283	Generator to Building Integration	3	0	3
Credits 19					

### APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE

**Certificate:** Basic Industrial Systems Technology

#### BASIC INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE

**Program Description:** The Basic Industrial Systems Technology certificate program will give students basic entry skills in maintenance procedures, industrial electricity, commercial and industrial wiring, bench work for assembling and disassembling basic maintenance items. Students will have basic skills in piping systems and fundamental knowledge of industrial systems and their operations.

Required Certificate Courses			Lec	Lab	Cr
EEM	166	Commercial & Industrial Wiring	4	0	4
IMT	101	Introduction to Industrial Maintenance	2	0	2
IMT	106	Fundamentals of Industrial Technology	3	0	3
IMT	114	Bench Work & Assembly	2	0	2
IMT	140	Industrial Electricity	5	0	5
IMT	151	Piping Systems	3	0	3
Credits 19					





# COURSE DESCRIPTIONS

- Successful completion of any course requires a grade of “C” or better.
- Non-degree credit is institutional credit and is used to determine student credit hour load and for billing purposes only. This credit cannot apply to any degree, diploma, or certificate.

**ACC 101 Accounting Principles I****Lec. 3      Lab. 0      Cr. 3**

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

Prerequisite: MAT 105, RDG 100.

**ACC 102 Accounting Principles II****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite: ACC 101.

**ACC 124 Individual Tax Procedures****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

Prerequisite: RDG 100, ENG 100, MAT 105.

**ACC 150 Payroll Accounting****Lec. 3      Lab. 0      Cr. 3**

This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

Prerequisite: ENG 100 and MAT 105 or eligibility for MAT 110.

**ACC 230 Cost Accounting I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the accounting principles involved in job order cost systems, with an emphasis on using cost information for decision-making. Included in this course is the study of cost-volume-profit analysis, process costing, activity-based costing, cost allocation, cost behavior and cost management.

Prerequisite: ACC 102.

**ACC 240 Computerized Accounting****Lec. 3      Lab. 0      Cr. 3**

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

Prerequisite: ACC 101, CPT 170 or instructor approval.

**ACR 102 Tools & Service Techniques****Lec. 3      Lab. 0      Cr. 3**

This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

**ACR 107 Wiring Diagrams****Lec. 2      Lab. 0      Cr. 2**

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

**ACR 108 Refrigeration Fundamentals****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

**ACR 110 Heating Fundamentals****Lec. 4      Lab. 0      Cr. 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.

**ACR 118 Air Conditioning Fundamentals****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.

**ACR 131 Commercial Refrigeration****Lec. 4      Lab. 0      Cr. 4**

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisite: ACR 102, ACR 108, ACR 140, and ACR 231 or instructor approval.

**ACR 140 Automatic Controls****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.

**ACR 160 Service Customer Relations****Lec. 3      Lab. 0      Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

**ACR 206 Advanced Electricity for HVAC/R****Lec. 2      Lab. 0      Cr. 2**

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

Prerequisite: ACR 140.

**ACR 210 Heat Pumps****Lec. 4      Lab. 0      Cr. 4**

This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance.

Prerequisite: ACR 102, ACR 107, ACR 108, and ACR 140 or instructor approval.

**ACR 221 Residential Load Calculations****Lec. 2      Lab. 0      Cr. 2**

This course is a study of heat losses/gains in residential structures. Methods for determining heat loss/gain are included along with building load requirements.

**ACR 224 Codes and Ordinances****Lec. 2      Lab. 0      Cr. 2**

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

**ACR 231 Advanced Refrigeration****Lec. 4      Lab. 0      Cr. 4**

This course is an in-depth study of commercial and industrial refrigeration equipment as typically found in the college service area. Includes advanced servicing techniques and the exploration of "unique" refrigeration systems.

Prerequisite: ACR 108 or permission from instructor.

**ACR 240 Advanced Automatic Controls****Lec. 3      Lab. 0      Cr. 3**

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

Prerequisite: ACR 140 or instructor approval

**ACR 250 Duct Fabrication****Lec. 3      Lab. 0      Cr. 3**

This course covers the design, fabrication, and installation of air duct systems.

**ACR 251 Supervised Cooperative Work Experience in HVAC****Lec. 4      Lab. 0      Cr. 4**

This course includes supervised work experience at an approved site in accordance with specific documented requirements.

Prerequisite: Instructor approval.

**AET 101 Building Systems I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

Prerequisite: RDG 100 or instructor approval.

**AET 124 Residential Design I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of residential components, such as Site/House Interface and dining areas, kitchens bedrooms, and baths, and how the function and form the entire residence.

Prerequisite: RDG 100 or instructor approval.

**AET 202 History of Architecture****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

Prerequisite: RDG 100 or instructor approval.

**AET 221 Architectural Computer Graphics II****Lec. 4      Lab. 0      Cr. 4**

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as a drafting tool is produced.

Prerequisite: RDG 100 or instructor approval.

**AHS 102 Medical Terminology****Lec. 3      Lab. 0      Cr. 3**

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Prerequisites: ENG 100 and RDG 100.

**AHS 103 Bio-Medical Vocabulary****Lec. 2      Lab. 0      Cr. 2**

This course covers the basics of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

Prerequisite: ENG 100, RDG 100.

**AHS 106 Cardiopulmonary Resuscitation****Lec. .05      Lab. 1.5      Cr. 1**

This course provides a study of the principles of cardiopulmonary resuscitation.

**AHS 121 Basic Pharmacology****Lec. 2      Lab. 0      Cr. 2**

This course covers the natures of drugs, their actions in the body and side effects.

Prerequisite: Acceptance into Surgical Technology Program.

Corequisite: AHS 103, AHS 130, BIO 112, SUR 101, SUR 110.

**AHS 130 Surgical Environment for Health Professionals****Lec. 3      Lab. 0      Cr. 3**

This course offers a comprehensive introduction to the surgical team, basic instruction in the protocols of the operating room and aseptic techniques.

Prerequisite: Acceptance into Surgical Technology Program.

Corequisite: AHS 103, AHS 121, AHS 130, BIO 112, SUR 101 and SUR 110.

**AHS 161 Introduction to Health Careers****Lec. 1      Lab. 0      Cr. 1**

This course introduces the student to a variety of health careers.

Prerequisite: RDG 100.

**AHS 205 Ethics and Law for Allied Health****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to ethical, bioethical and legal concepts related to allied health professionals.

Prerequisite: RDG 100.

**ANT 101 General Anthropology****Lec. 3      Lab. 0      Cr. 3**

This course is the study physical and cultural anthropology. It explore subfields of anthropology to examine primatology, human palentology, human variation, archeology, and ethnology.

Prerequisite: ENG 100, RDG 100.

**AOT 101 Introduction to Keyboarding****Lec. 2      Lab. 0      Cr. 2**

This is an introductory course in keyboarding and basic formatting principles.

Corequisite: AOT 106.

**AOT 105 Keyboarding****Lec. 3      Lab. 0      Cr. 3**

This course focuses on the mastery of keyboarding and formatting principles. Prerequisite: Prior keyboarding experience.

Corequisite: ENG 100.

**AOT 106 Keyboarding Lab****Lec. 0      Lab. 3      Cr. 1**

This lab focuses on improving keyboarding speed and accuracy.

Corequisite: AOT 101.

**AOT 110 Document Formatting****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

Prerequisite: AOT 105 or instructor approval.

**AOT 112 Medical Document Formatting****Lec. 3      Lab. 0      Cr. 3**

This course covers terminology unique to the medical office.

Emphasis is on increasing speed, improving accuracy, and developing formatting skills.

Prerequisite: AOT 105.

**AOT 115 Medical Office Terminology****Lec. 3      Lab. 0      Cr. 3**

This course is the study of root derivations of terms and technology for the medical office.

**AOT 122 Medical Machine Transcription I****Lec. 3      Lab. 0      Cr. 3**

This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment.

Prerequisite: AOT 105 or instructor approval.

**AOT 123 Legal Transcription****Lec. 3      Lab. 0      Cr. 3**

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation.

Prerequisite: AOT 105.

**AOT 135 Data Entry****Lec. 3      Lab. 0      Cr. 3**

This course introduces data entry techniques.

**AOT 137 Office Accounting****Lec. 3      Lab. 0      Cr. 3**

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

Prerequisite: MAT 160.

**AOT 161 Information Management****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes information management functions and various types of information systems, technology, and procedures.  
Prerequisite: ENG 100.

**AOT 163 Information Processing****Lec. 3      Lab. 0      Cr. 3**

This course introduces the basic concepts of information processing.  
Prerequisite: AOT 105 or instructor approval.

**AOT 180 Customer Service Skills****Lec. 3      Lab. 0      Cr. 3**

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.  
Prerequisite: ENG 100.

**AOT 196 Office Confidentiality and Security****Lec. 3      Lab. 0      Cr. 3**

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA, and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

**AOT 213 Legal Document Production****Lec. 3      Lab. 0      Cr. 3**

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production.

**AOT 239 Computerized Office Accounting****Lec. 3      Lab. 0      Cr. 3**

This course covers specialized accounting functions performed on a computer.  
Prerequisite: AOT 137.

**AOT 254 Office Simulation****Lec. 3      Lab. 0      Cr. 3**

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

Prerequisite: AOT 163 or CPT 170.

**AOT 255 AOT Senior Practicum****Lec. 3      Lab. 0      Cr. 3**

This course includes practical experience in an approved office setting as well as class meetings; emphasis is placed on such topics as career planning, ethics, attitude, and other subjects which enhance employability skills.

Prerequisite: AOT 254.

**AOT 261 Office Spreadsheet Applications****Lec. 3      Lab. 0      Cr. 3**

This course introduces the concepts of spreadsheets for information management in an office environment.  
Prerequisite: CPT 170.

**AOT 263 Office Database Application****Lec. 3      Lab. 0      Cr. 3**

This course introduces the concepts and structures of a database and the application of the concepts in an office environment.  
Prerequisite: CPT 170.

**AOT 265 Office Desktop Publishing****Lec. 3      Lab. 0      Cr. 3**

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.  
Prerequisite: AOT 163 or CPT 170.

**ART 101 Art History and Appreciation****Lec. 3      Lab. 0      Cr. 3**

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.  
Prerequisite: ENG 101.

**ART 105 Film as Art****Lec. 3      Lab. 0      Cr. 3**

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.  
Prerequisite: ENG 101.

**ART 107 History of Early Western Art****Lec. 3      Lab. 0      Cr. 3**

This course is a visual and historical survey of Western Art from the Paleolithic age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture, and architecture are studied within the context of the cultural environment which produced them.

Prerequisite: ENG 101.

**ART 108 History of Western Art****Lec. 3      Lab. 0      Cr. 3**

This course is a visual and historical survey of Western Art from the Renaissance through modern times. The techniques, form, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Prerequisite: ENG 101.

**ART 111 Basic Drawing****Lec. 3      Lab. 0      Cr. 3**

This course provides an introduction to the materials and the basic techniques of drawing.

**ART 205 Survey of Materials****Lec. 3      Lab. 0      Cr. 3**

This course is an overview of non-structural materials used in interiors. Topics include their composition, characteristics, applications, specifications, and government regulations.

**ART 211 Introduction to Painting****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to materials and techniques of painting.

**ART 212 Introduction to Watercolor****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the transparent American watercolor techniques, emphasizing the creation of landscapes and still-life subjects that utilize appropriate brush techniques and proper color mixing for this medium.

**ARV 110 Computer Graphics I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamentals of computer assisted graphics and design.

Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**ARV 122 3D Design I****Lec. 3      Lab. 0      Cr. 3**

This course is a foundation design course that examines the principles, theory, techniques and materials of three dimensional form, space and structure.

Prerequisites: ENG 100, MAT 105, RDG 100, and CPT 101 or CPT 170.

**ARV 217 Computer Imagery****Lec. 3      Lab. 0      Cr. 3**

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field.  
Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**ARV 222 Computer Animation****Lec. 3      Lab. 0      Cr. 3**

This course introduces techniques of creating the illusion of motion and three dimensional space.  
Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**ARV 227 Web Site Design I****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the production of an interactive World Wide Web site.  
Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**ARV 228 Web Site Design II****Lec. 3      Lab. 0      Cr. 3**

This course covers a study of advanced Web site design techniques culminating in an interactive Web site.  
Prerequisite: ARV 227.

**ARV 230 Visual Arts Business Procedures****Lec. 3      Lab. 0      Cr. 3**

This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts.  
Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**ARV 264 Special Projects in Graphic Arts****Lec. 3      Lab. 0      Cr. 3**

This course includes an advanced project as assigned from conception to final production.  
Prerequisites: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**BAF 101 Personal Finance****Lec. 3      Lab. 0      Cr. 3**

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.  
Prerequisite: ENG 100 and MAT 105.

**BAF 201 Principles of Finance****Lec. 3      Lab. 0      Cr. 3**

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector.  
Prerequisite: BUS 101, MAT 105 or instructor approval.

**BAF 260 Financial Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.  
Prerequisites: ACC 102 and MAT 105.

**BCT 105 Tools Usage and Safety****Lec. 2      Lab. 0      Cr. 2**

This course covers tool skills and their safe use in construction.

**BCT 112 Construction Print Reading****Lec. 2      Lab. 0      Cr. 2**

This course is a study of residential and light commercial prints.

**BCT 131 Estimating/Quantity Take Off****Lec. 2      Lab. 0      Cr. 2**

This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

**BCT 139 Advanced Residential Wiring****Lec. 3      Lab. 0      Cr. 3**

This course is the study and application of residential wiring including wire size, circuits, components and testing.  
Prerequisite: EEM 171 or Instructor Approval.

**BCT 141 Fixtures and Installation****Lec. 3      Lab. 0      Cr. 3**

This course is the study and application of planning and installing fixtures and devices.

**BCT 159 Plumbing Installations and Repairs****Lec. 3      Lab. 0      Cr. 3**

This course provides all the hands-on operations used in plumbing and residential structure. Instruction includes water and sewer systems and works with various plastic and metal tubing and piping.

**BCT 208 Framing/Roofing****Lec. 3      Lab. 0      Cr. 3**

This course covers the principles and hands-on experience in constructing framing and roof structures.

**BCT 210 Interior/Exterior Installations****Lec. 3      Lab. 0      Cr. 3**

This course covers the installation of materials used in siding and wall covering. Techniques are presented by hands-on activities in siding, paneling, drywall, and alternative materials used in a green construction environment.

**BCT 221 Construction Building Codes****Lec. 3      Lab. 0      Cr. 3**

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.  
Prerequisite: RDG 100 or Instructor Approval.

**BCT 224 Building Materials****Lec. 3      Lab. 0      Cr. 3**

Residential building materials are discussed and studied. The appropriate uses of sawn lumber and engineered lumber for strength are included in the course work. The selection of veneer and sheathing products are reviewed.

**BCT 230 Bidding/Contracts/Specifications****Lec. 3      Lab. 0      Cr. 3**

Course includes: Procedures for project cost control and systematic methods of handling changes, claims, and disputes for both general and subcontracting. Construction accounting and administrative issues associated with the job performance are covered. A practical approach to legal issues is emphasized.  
Prerequisite: RDG 100 or Instructor Approval.

**BCT 240 Green Residential Construction Overview****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the techniques and methods of construction and methods of residential projects. This course includes the interactions between carpenters, plumbers, and electricians.



**BCT 241 Green Materials****Lec. 3      Lab. 0      Cr. 3**

This course will cover the management of materials on a residential construction project. The course will also include the selection of materials for recycled content and low volatile organic content. Indoor air quality issues arising from construction and building commissioning are discussed.

**BCT 242 Insulations****Lec. 3      Lab. 0      Cr. 3**

This course will address the alternatives available in insulation selection as well as installation techniques. The concepts of heat flow will be discussed. An overview of alternative construction techniques such as Passive Houses will be discussed as well as strategies for adapting the techniques for residential construction in the southeast.

**BCT 243 Energy Efficiency & Weatherization****Lec. 3      Lab. 0      Cr. 3**

This course is an overview of the alternatives available in high efficiency mechanical systems for existing residential structures. Included are strategies for increasing building envelope effectiveness. Envelope testing and energy auditing techniques are used.

Prerequisite: BCT 105 or instructor approval.

**BCT 244 Site Layout / Foundation Types****Lec. 3      Lab. 0      Cr. 3**

The course covers the layout of building corners and elevations. Appropriate tools are used in the training. The class covers site selection criteria and optimal building locations to control passive energy sources. A survey of foundation types and the study of construction techniques are included.

**BCT 245 Green Plumbing Concepts****Lec. 3      Lab. 0      Cr. 3**

This course covers the basic design of plumbing a residential structure through the deployment and implementation of green construction elements. It also exposes the student to water recover systems, rainwater recover systems, and gray water systems in a residential setting.

**BCT 250 Environmental Resistant Construction Codes****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes the use of prescriptive design techniques for minimizing damage to buildings from environmental hazards. Prescriptive design tools to handle the issues of flooding, high wind, and earthquake hazards are studied.

Prerequisite: RDG 100 or Instructor Approval.

**BCT 255 Construction Internship****Lec. 3      Lab. 3      Cr. 3**

This course is designed to provide job success skills and on the job work experience in the field of construction. This course will include 40 hours of on-the-job work experience. This course will substitute for either BCT 230 or BCT 250.

**BIO 101 Biological Science I****Lec. 3      Lab. 3      Cr. 4**

This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

Prerequisites: RDG 100, MAT 105, ENG 100.

**BIO 102 Biological Science II****Lec. 3      Lab. 3      Cr. 4**

This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.

Prerequisite: BIO 101.

**BIO 103 Introduction to Biotechnology and Laboratory Rotation I****Lec. 2      Lab. 0      Cr. 2**

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, application, and basic laboratory skills.

Prerequisites: RDG 100, MAT 105, ENG 100.

**BIO 104 Biotechnology Laboratory Rotation II****Lec. 2      Lab. 0      Cr. 2**

This course is a study of cell culture techniques with laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, and preservation of both animal and plant cell cultures.

Prerequisites: RDG 100, MAT 105, ENG 100.

**BIO 112 Basic Anatomy and Physiology****Lec. 3      Lab. 3      Cr. 4**

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

Prerequisites: RDG 100, MAT 105, ENG 100.

**BIO 125 Biotechnology Explorations****Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of biotechnology. The course will explore the following areas of biotechnology: genomics, proteomics, and bioinformatics; the search for and use of extremophiles in biotechnology; biopharmaceuticals; agricultural biotechnology, DNA, forensics, and tissue engineering.

Prerequisites: RDG 100, MAT 105, ENG 100.

**BIO 210 Anatomy and Physiology I****Lec. 3      Lab. 3      Cr. 4**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisites: RDG 100, MAT 105, ENG 100 and BIO 112 or CHM 100.

**BIO 211 Anatomy and Physiology II****Lec. 3      Lab. 3      Cr. 4**

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Prerequisite: BIO 210.

**BIO 225 Microbiology****Lec. 3      Lab. 3      Cr. 4**

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisites: BIO 210.



**BIO 238 Musculoskeletal System Anatomy****Lec. 2      Lab. 3      Cr. 3**

This course is a continuation of BIO 112 and is designed for the massage therapy student. It emphasizes the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervations and action.

Prerequisites: BIO 112.

Corequisites: MTH 122, MTH 123, MTH 126

**BMT 220 Bio-Instrumentation I****Lec. 4      Lab. 0      Cr. 4**

This course covers cardiovascular measurements, blood pressure measurement, measurements of heart sound, measurement of physical variable, and characteristics of the various analog-to-digital and digital-to-analog techniques.

Prerequisites: EEM 117, EEM 201, EEM 231, EEM 241, EEM 243, RDG 100 or instructor approval.

**BMT 230 Bio-Instrumentation II****Lec. 4      Lab. 0      Cr. 4**

This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment. Prerequisite: BIO 220.

Corequisites: RDG 100, EEM 244, IST 162, & IST 163, or instructor approval.

**BMT 233 Medical Equipment and Repair****Lec. 3      Lab. 0      Cr. 3**

This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment.

Corequisites: RDG 100, EEM 244, IST 162, & IST 163, or instructor approval.

**BMT 235 Cooperative/Internship in Biomedical Equipment Repair****Lec. 1      Lab. 6      Cr. 3**

The cooperative/internship is designed to provide job success skills and on the job work experience in local biomedical/electronics industries. The course emphasizes time management and problem resolution in biomedical equipment repair environment. Corequisites: RDG 100, EEM 244, IST 162, IST 163, BMT 220, BMT 230, BMT 233 or instructor approval.

**BUS 101 Introduction to Business****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, marketed and controlled.

Prerequisite: ENG 100, MAT 105.

**BUS 110 Entrepreneurship****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the process of starting a small business, including forms of ownership and management, business feasibility and marketing.

Prerequisite: ENG 100, MAT 105.

**BUS 121 Business Law I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.

Prerequisite: ENG 100

**BUS 123 Business Law II****Lec. 3      Lab. 0      Cr. 3**

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

Prerequisite: BUS 121.

**BUS 140 Business Mathematics****Lec. 3      Lab. 0      Cr. 3**

This course covers applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices. Prerequisite: MAT 105.

**BUS 210 Introduction to E-Commerce in Business****Lec. 3      Lab. 0      Cr. 3**

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and how they apply to the process of buying and selling goods and services online.

Prerequisite: ENG 100, MAT 105.

**BUS 220 Business Ethics****Lec. 3      Lab. 0      Cr. 3**

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

Prerequisite: ENG 100, MAT 105.

**BUS 250 Intro to International Business****Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of the issues involved in doing business outside the US including business practices, culture and currency differences.

Prerequisite: ENG 100, MAT 105.

**BUS 268 Special Projects in Business****Lec. 3      Lab. 0      Cr. 3**

This course includes research, reporting, and special activities for successful employment in the business world.

Prerequisite: Instructor approval required.

**CET 120 Construction Materials****Lec. 3      Lab. 0      Cr. 3**

This course includes a study of basic materials used in construction, including research of building product specifications.

Prerequisite: RDG 100 or instructor approval.

**CET 205 Surveying II****Lec. 4      Lab. 0      Cr. 4**

This course includes electro-optical instrumentation techniques and complex computations used in surveying.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CET 215 Soil Mechanics Fundamentals****Lec. 2      Lab. 0      Cr. 2**

This course is an introduction to soils and their engineering properties, including classification and foundations.

Prerequisite: RDG 100 or instructor approval.

**CET 218 Hydraulics****Lec. 3      Lab. 0      Cr. 3**

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CET 230 Construction Management****Lec. 3      Lab. 0      Cr. 3**

This course covers the study of management of construction firms or jobs, inducing one or more of the following areas: bidding process, contracts, payments, job costs, labor costs, and labor relations.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CET 242 Concrete Design****Lec. 3      Lab. 0      Cr. 3**

This course covers the design of concrete structural members according to the ACI codes, quality control of concrete and structural inspection.

Prerequisite: RDG 100 or instructor approval.

**CET 244 Structural Steel Design****Lec. 3      Lab. 0      Cr. 3**

This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CET 246 Environmental Systems Technology****Lec. 3      Lab. 0      Cr. 3**

This course covers a study of the sources, treatment, collection and distribution of water and waste water.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CET 251 Highway Design****Lec. 3      Lab. 0      Cr. 3**

This course covers a study of the design and construction of a highway.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**CGC 110 Electronic Publishing****Lec. 3      Lab. 0      Cr. 3**

This is an introductory course to the fundamentals of electronic publishing.

Prerequisite: CPT 101 or CPT 170.

**CHM 100 Introductory Chemistry (non-degree credit)\*****Lec. 3      Lab. 3      Cr. 4**

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques.

Prerequisites: RDG 100, MAT 105, ENG 100.

**CHM 105 General Organic and Biochemistry****Lec. 3      Lab. 3      Cr. 4**

This course is the study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

Prerequisite: BIO 112

**CHM 110 College Chemistry I****Lec. 2.5      Lab. 3      Cr. 4**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria.

Prerequisites: MAT 105, ENG 100, RDG 100, CHM 100 or instructor approval.

**CHM 111 College Chemistry II****Lec. 3      Lab. 3      Cr. 4**

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry.

Prerequisite: CHM 110

**COL 103 College Skills (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.

\*These credits do not apply toward graduation.

**COL 105 Freshman Seminar (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshman adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

\*These credits do not apply toward graduation.

**COL 106 Skills for College Success (non-degree credit)\*****Lec. 1      Lab. 0      Cr. 1**

This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment.

The course topics include student/instructor expectations, time management, library/computer orientation, listening/note-taking, studying for success, learning styles/personality types, and diversity and differences on campus.

\*These credits do not apply toward graduation.

**COL 107 Computer Literacy Skills for College Success (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication.

\*These credits do not apply toward graduation.

**COL 108 Basic Graphing Calculator Skills****Lec. 3      Lab. 0      Cr. 3**

This course covers the following topics: understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features, use basic probability and statistics functions, set up matrices, link calculators, use applications and fix errors.

**COS 101 Fundamentals of Cosmetology****Lec. 3      Lab. 0      Cr. 3**

This course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon including hair-style, type of dress and style of make-up.

**COS 102 Sanitation Procedures****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the various methods of sanitation used in the salon with emphasis on the importance of sanitation and sterilization in the practice of cosmetology.

**COS 106 Facials and Make-Up****Lec. 3      Lab. 0      Cr. 3**

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety. Includes massage, lashes and brows.

**COS 108 Nail Care****Lec. 3      Lab. 0      Cr. 3**

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

**COS 110 Scalp and Hair Care****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp with emphasis on preserving the health and beauty of the scalp and hair.

**COS 112 Shampoo and Rinses****Lec. 4      Lab. 0      Cr. 4**

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

**COS 114 Hair Shaping****Lec. 4      Lab. 0      Cr. 4**

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

**COS 116 Hair Styling I****Lec. 4      Lab. 0      Cr. 4**

This course is a study of the fundamentals of hair design including principles, techniques, safety precautions, and chemistry. Emphasis is on hair design, curl types and the creation of special styling effects.

**COS 120 Mannequin Practice****Lec. 3      Lab. 0      Cr. 3**

This course covers cosmetology applications including hair shaping, chemical waving, hair styling, and hair coloring.

**COS 201 Salon Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of salon management including rules, regulations, and codes governing the practice of cosmetology. The course covers a variety of salon ownership models along with salon financial and operating characteristics.

**COS 206 Chemical Hair Waving****Lec. 3      Lab. 0      Cr. 3**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. It includes product classification, scalp and hair analysis and problem recognition.

**COS 208 Chemical Hair Relaxing****Lec. 3      Lab. 0      Cr. 3**

This course is a study of methods of chemically relaxing the basic structure of hair including product, chemistry, and safety. The course emphasizes the removal of curl from overly curly hair by the use of chemical agents.

**COS 210 Hair Coloring****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the science and art of coloring the hair including methods, procedures, safety precautions, and chemistry. The course includes an introduction to chemistry as it applies to hair coloring.

**COS 212 Hair Lightening****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the lightening of hair including methods, procedures, safety precautions, chemistry, corrective measures, purpose and effects.

**COS 220 Cosmetology Clinical Practice I****Lec. 3      Lab. 0      Cr. 3**

This course is an integration of cosmetology skills in a simulated salon environment.

**COS 222 Cosmetology Clinical Practice II****Lec. 3      Lab. 0      Cr. 3**

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

**CPT 101 Introduction to Computers****Lec. 3      Lab. 0      Cr. 3**

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

Prerequisite: RDG 100, MAT 032, ENG 032.

**CPT 118 Professional Practices in Information Tech****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

Prerequisite: CPT 101, RDG 100, MAT 105, ENG 100.

**CPT 168 Programming Logic and Design****Lec. 3      Lab. 0      Cr. 3**

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 170 Microcomputer Applications****Lec. 3      Lab. 0      Cr. 3**

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

Prerequisite: RDG 100, MAT 032, ENG 032.

**CPT 172 Microcomputer Database****Lec. 3      Lab. 0      Cr. 3**

This course introduces microcomputer Database concepts, including generating reports from Database, creating, maintaining, and modifying Databases.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 174 Microcomputer Spreadsheets****Lec. 3      Lab. 0      Cr. 3**

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 179 Microcomputer Word Processing****Lec. 3      Lab. 0      Cr. 3**

This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 186 Visual Basic.net I****Lec. 3      Lab. 0      Cr. 3**

This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 187 Object-Oriented Logic & Design****Lec. 3      Lab. 0      Cr. 3**

This is a study in the planning and implementation of object-oriented programs.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 207 Complex Computer Applications****Lec. 3      Lab. 0      Cr. 3**

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 212 Visual Basic Programming****Lec. 3      Lab. 0      Cr. 3**

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.

Prerequisite: CPT 168.

**CPT 232 C++ Programming I****Lec. 3      Lab. 0      Cr. 3**

This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ Programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, and simple pointers, and strings.

Prerequisite: CPT 212.

**CPT 233 C++ Programming II****Lec. 3      Lab. 0      Cr. 3**

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions.

Prerequisite: CPT 232.

**CPT 236 Introduction to JAVA Programming****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets.

Prerequisite: CPT 212.

**CPT 237 Advanced JAVA Programming****Lec. 3      Lab. 0      Cr. 3**

This course is a study of advanced topics of the JAVA programming language by building on basic knowledge of the JAVA language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the Javabean component model, and network programming and server-side programming. Prerequisite: CPT 236.

**CPT 238 Internet Scripting****Lec. 3      Lab. 0      Cr. 3**

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 240 Internet Programming with Database****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

Prerequisite: CPT 212.

**CPT 242 Database****Lec. 3      Lab. 0      Cr. 3**

This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.

Prerequisite: CPT 172, CPT 212, PSY 201, Humanities Elective.

**CPT 257 Operating Systems****Lec. 3      Lab. 0      Cr. 3**

This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.

Prerequisite: CPT 242, IST 220, IST 226.

**CPT 260 Fundamentals of Operating Systems and Web Servers****Lec. 3      Lab. 0      Cr. 3**

This course is a study of operating techniques needed for setting up and maintaining web servers.

Prerequisite: CPT 257.

**CPT 264 Systems and Procedures****Lec. 3      Lab. 0      Cr. 3**

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisite: CPT 242, IST 220, IST 226.

**CPT 267 Technical Support Concepts****Lec. 3      Lab. 0      Cr. 3**

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 268 Computer End-User Support****Lec. 3      Lab. 0      Cr. 3**

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**CPT 284 ActionScript Programming I****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the ActionScript programming language. Topics include syntax, event handlers, objects, functions, and working with Flash animations to design dynamic web pages.

Prerequisite: CPT 168.

**CPT 288 Computer Game Development I****Lec. 3      Lab. 0      Cr. 3**

This course introduces computer game design and development using the Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects, and the application of game math and physics techniques.

Prerequisite: CPT 168.

**CRJ 101 Introduction to Criminal Justice****Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

Prerequisite: RDG 100.



**CRJ 102 Introduction to Security****Lec. 3      Lab. 0      Cr. 3**

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal and technical problems of loss prevention and control are analyzed. Prerequisite: CRJ 101, RDG 100.

**CRJ 115 Criminal Law I****Lec. 3      Lab. 0      Cr. 3**

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. Prerequisite: CRJ 101 or LEG 135, RDG, ENG 100.

**CRJ 120 Constitutional Law****Lec. 3      Lab. 0      Cr. 3**

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. Prerequisite: CRJ 101, RDG, ENG 100.

**CRJ 125 Criminology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisite: CRJ 101, RDG 100.

**CRJ 130 Police Administration****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the organization, administration, and management of law enforcement agencies. Prerequisite: CRJ 101, RDG 100.

**CRJ 135 Correctional Administration****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the structure, organization, and management of adult and juvenile correctional facilities. Prerequisite: CRJ 101, RDG 100.

**CRJ 140 Criminal Justice Report Writing****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. Prerequisite: CRJ 101, ENG 100, RDG 100.

**CRJ 145 Juvenile Delinquency****Lec. 3      Lab. 0      Cr. 3**

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisite: CRJ 101, RDG 100.

**CRJ 150 Interviewing and Counseling****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills. Prerequisite: CRJ 101, RDG 100.

**CRJ 202 Criminalistics****Lec. 3      Lab. 0      Cr. 3**

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics and clandestine operations. Prerequisite: CRJ 101, RDG 100.

**CRJ 218 Crisis Intervention****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. Prerequisite: CRJ 101, RDG 100.

**CRJ 220 Judicial Process****Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. Prerequisite: CRJ 101, RDG 100.

**CRJ 222 Ethics in Criminal Justice****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the application of ethical theories to the criminal justice profession. Prerequisite: CRJ 101, RDG 100.

**CRJ 224 Police - Community Relations****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Prerequisite: CRJ 101, RDG 100.

**CRJ 230 Criminal Investigation****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. Prerequisite: CRJ 101, RDG 100.

**CRJ 233 Cyber Crimes and the Law****Lec. 3      Lab. 0      Cr. 3**

The basis for this course comes from criminal justice and computer technology. Through this course, students survey the escalating problem of crime involving computers and the emerging strategies used for identification, investigation, and prosecution. Students will be given an overview of the increasing computer crime problem, illustrating the more common offenses, increased investigative efforts, and its effect on criminal justice systems. Students will obtain an introduction to basic computer and networking concepts, the Internet, computer crime statutes, management of electronic evidence and industry best practices for examining computers that might contain crime related information. Prerequisite: CRJ 101, RDG 100, CPT 101.

**CRJ 236 Criminal Evidence****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite: CRJ 101, RDG 100.

**CRJ 238 Industrial and Retail Security**  
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course.

Prerequisite: CRJ 101, RDG 100.

**CRJ 239 Terrorism and Homeland Security**  
**Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.

Prerequisite: CRJ 101, RDG 100.

**CRJ 240 Correctional Treatment**  
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting.

Prerequisite: CRJ 101, RDG 100.

**CRJ 242 Correctional Systems**  
**Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Prerequisite: CRJ 101, RDG 100.

**CRJ 244 Probation, Pardon and Parole**  
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

Prerequisite: CRJ 101, RDG 100.

**CRJ 246 Special Problems in Criminal Justice**  
**Lec. 3      Lab. 0      Cr. 3**

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeless, local concern, legalistic, and or other dynamic factors of such issues. Prerequisite: CRJ 101, RDG 100.

**CRJ 260 Seminar in Criminal Justice**  
**Lec. 3      Lab. 0      Cr. 3**

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

Prerequisite: CRJ 101, RDG 100.

**ECD 101 Introduction to Early Childhood**  
**Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course. This is a state certified course, and students completing it successfully receive the South Carolina Childcare Certificate.

**ECD 102 Growth and Development I**  
**Lec. 2.5      Lab. 1.5      Cr. 3**

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Prerequisites: RDG 100 and ECD 101.

**ECD 105 Guidance and Classroom Management**  
**Lec. 3      Lab. 0      Cr. 3**

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

Prerequisites: RDG 100 and ECD 101.

**ECD 106 Observation of Young Children**  
**Lec. 2.5      Lab. 1.5      Cr. 3**

This course is a study of a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children and designing environments. Appropriate methods are given for recording behavior in young children.

Prerequisites: RDG 100 and ECD 101.

**ECD 107 Exceptional Children**  
**Lec. 2.5      Lab. 1.5      Cr. 3**

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

Prerequisites: ECD 102, ECD 203 or instructor approval.

**ECD 108 Family and Community Relations**  
**Lec. 3      Lab. 0      Cr. 3**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

Prerequisites: RDG 100 and ECD 101.

**ECD 109 Administration and Supervision**  
**Lec. 3      Lab. 0      Cr. 3**

This course is designed to focus on application of administrative concepts and practices to those trained in child development. The principles presented in this course can be applied in many types and sizes of child care centers. The four functions common to administration - planning, implementation, operating and evaluating - are presented in detail in this course.

Prerequisites: RDG 100 and ECD 101.

**ECD 131 Language Arts**  
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Prerequisites: RDG 100, ENG 100 and ECD 101.



**ECD 132 Creative Experiences****Lec. 2.5      Lab. 1.5      Cr. 3**

In this course the importance of creativity and independence in creative expression are stressed. A variety of age appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite: ECD 131 or ECD 133.

**ECD 133 Science & Math Concepts****Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

Prerequisites: RDG 100, ECD 101 and MAT 105.

**ECD 135 Health, Safety, and Nutrition****Lec. 3      Lab. 0      Cr. 3**

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and FIRST AID. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

Prerequisites: RDG 100 and ECD 101.

**ECD 200 Curriculum Issues in Infant and Toddler Development****Lec. 2.5      Lab. 1.5      Cr. 3**

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Prerequisites: ECD 101, ECD 102.

**ECD 201 Principles of Ethics & Leadership in Early Care & Education****Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of historical views of leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues and the community and society.

Prerequisites: ENG 100, RDG 100, and ECD 101.

**ECD 203 Growth and Development II****Lec. 3      Lab. 0      Cr. 3**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week.

Prerequisite: ECD 102 or instructor approval.

**ECD 205 Socialization and Group Care of Infants and Toddlers****Lec. 2.5      Lab. 1.5      Cr. 3**

This course is the study of the socialization and group care of infants and toddler. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

Prerequisites: ECD 101, ECD 102.

**ECD 207 Infants and Toddlers with Special Needs****Lec. 2.5      Lab. 1.5      Cr. 3**

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

Prerequisites: ECD 101, ECD 102.

**ECD 237 Methods and Materials****Lec. 2.5      Lab. 1.5      Cr. 3**

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum.

Prerequisite: ECD 131 or ECD 133.

**ECD 243 Supervised Field Experience I****Lec. 1      Lab. 6      Cr. 3**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite or Corequisite: ECD 132 or instructor approval.

**ECD 251 Supervised Field Experiences in Infant/Toddler Environment****Lec. 1      Lab. 6      Cr. 3**

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Prerequisites: ECD 101, ECD 102, ECD 200.

**ECD 252 Diversity Issues in Early Care and Education****Lec. 3      Lab. 0      Cr. 3**

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, and socio-economic levels.

Prerequisite: ENG 101 and ECD 101.

**ECO 210 Macroeconomics****Lec. 3      Lab. 0      Cr. 3**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, the government's role in economic decisions and growth.

Prerequisites: ENG 101, MAT 105.

**ECO 211 Microeconomics****Lec. 3      Lab. 0      Cr. 3**

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

Prerequisite: ENG 101, MAT 105.

**EEM 105 Basic Electricity****Lec. 2      Lab. 0      Cr. 2**

This course is a survey of basic electrical principles, circuits and measurements.

**EEM 117 AC/DC Circuits I****Lec. 4      Lab. 0      Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**EEM 140 National Electrical Code****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association.

Prerequisite: Instructor approval.

**EEM 166 Commercial and Industrial Wiring****Lec. 4      Lab. 0      Cr. 4**

This course is a study of wiring methods and practices in commercial and industrial applications.

**EEM 170 Electrical Installation****Lec. 3      Lab. 0      Cr. 3**

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring.

Prerequisite: RDG 100, EEM 105 or EEM 117, or instructor approval

**EEM 171 Electrical Installation/Electrical Code****Lec. 4      Lab. 0      Cr. 4**

This course is a study of electrical wiring techniques commonly used in commercial, industrial, and residential applications. Emphasis will be placed on compliance with the national electrical code.

Prerequisite: RDG 100 or instructor approval.

**EEM 201 Electronic Devices 1****Lec. 3      Lab. 0      Cr. 3**

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

Prerequisite: RDG 100, EEM 117 or instructor approval.

**EEM 231 Digital Circuits I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

Prerequisite: RDG 100 or instructor approval.

**EEM 233 Digital Home Technology Integration****Lec. 3      Lab. 0      Cr. 3**

This course covers the topics used in certification examinations for digital home integration technology. Topics covered are audio, video, and alarm systems; copper and fiber optic cable installation; computer networks in the home; and control of home environmental systems.

Prerequisite: RDG 100, EEM 117 or instructor approval.

**EEM 241 Microprocessor****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

Prerequisite: RDG 100 or instructor approval.

**EEM 243 Introduction to Computer Servicing****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

Prerequisites: RDG 100, EEM 117, EEM 231, EEM 241, or instructor approval.

**EEM 244 Computer Servicing Troubleshooting****Lec. 3      Lab. 0      Cr. 3**

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

Prerequisite: RDG 100, EEM 243 or instructor approval.

**EEM 261 Electronic Communications****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered.

Prerequisite: EEM 201 or instructor approval.

**EEM 265 FCC General License Preparation****Lec. 3      Lab. 0      Cr. 3**

This course covers the materials necessary to prepare for successful completion of the FCC General License examination.

Prerequisite: RDG 100, EEM 261 or instructor approval.

**EEM 274 Technical/Systems Troubleshooting****Lec. 4      Lab. 0      Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

**EEM 275 Technical Troubleshooting****Lec. 3      Lab. 0      Cr. 3**

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite: RDG 100, EEM 201 or instructor approval.

**EEM 280 Alternative Energy Issues****Lec. 3      Lab. 0      Cr. 3**

This course is an overview of the social and political issues surrounding the development and implementation of alternative energy devices in residential suburban and urban settings.

Current and future energy generation strategies are covered.

Prerequisite: RDG 100 or instructor approval.

**EEM 281 Mechanical/Solid-State Energy Generators****Lec. 3      Lab. 0      Cr. 3**

This course will provide detailed operations of generators used in but not limited to solar, wind and tidal generation of electrical power.

Prerequisite: RDG 100 or instructor approval.

**EEM 282 Generator Support Systems****Lec. 3      Lab. 0      Cr. 3**

This course will cover techniques for deploying solar, wind, and tidal generators to buildings, roofs, towers, and docks.

Prerequisite: RDG 100 or instructor approval.

**EEM 283 Generator to Building Integration****Lec. 3      Lab. 0      Cr. 3**

This course will supply information on various control devices used in residential structures for collecting and distributing alternative generated electrical power. Topics will include controllers, batteries, converters, and distribution systems.

Prerequisite: RDG 100 or instructor approval.

**EGR 103 Preparation for Engineering Technology****Lec. 2      Lab. 0      Cr. 2**

This course covers the opportunities available and basic skills needed for careers in engineering technology. Topics of study include concepts and terminologies used in engineering technology, use of scientific calculators, problem solving techniques, and SI system of measurements. Students are introduced to computers and their usage as a tool in engineering technology.

Prerequisite: RDG 100 or instructor approval.

**EGR 110 Introduction to Computer Environment****Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of computer hardware, available software, operating systems and applications.

Prerequisite: RDG 100 or instructor approval.

**EGR 194 Statics and Strength of Materials****Lec. 4      Lab. 0      Cr. 4**

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**EGR 285 Engineering Surveying I****Lec. 3      Lab. 0      Cr. 3**

This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

Prerequisite: RDG 100 or instructor approval.

**EGR 286 Engineering Surveying II****Lec. 3      Lab. 0      Cr. 3**

This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

Prerequisite: RDG 100 and MAT 105 or instructor approval.

**EGR 295 Engineering Surveying Lab I****Lec. 1      Lab. 0      Cr. 1**

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

**EGR 296 Engineering Surveying Lab II****Lec. 1      Lab. 0      Cr. 1**

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

**EGT 105 Basic Civil Drafting****Lec. 2      Lab. 0      Cr. 2**

This course covers the application of drawing techniques to structures, map topography, and other civil applications.

**EGT 109 Introduction to Engineering/Design Graphics****Lec. 3      Lab. 0      Cr. 3**

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

Prerequisite: RDG 100 or instructor approval.

**EGT 110 Engineering Graphics I****Lec. 4      Lab. 0      Cr. 4**

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.

Prerequisite: RDG 100 or instructor approval.

**EGT 151 Introduction to CAD****Lec. 3      Lab. 0      Cr. 3**

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

Prerequisite: RDG 100 or instructor approval.

**EGT 152 Fundamentals of CAD****Lec. 3      Lab. 0      Cr. 3**

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills require using AutoCAD software.

Prerequisite: EGT 151 or instructor approval.

**EGT 210 Engineering Graphics III****Lec. 4      Lab. 0      Cr. 4**

This advanced course in engineering graphics science covers the production of technical working drawings. Prerequisite: EGT 110 or instructor approval.

**EGT 225 Architectural Drawing Applications****Lec. 4      Lab. 0      Cr. 4**

This is an advanced drawing course for architectural applications.

Prerequisite: RDG 100 or instructor approval.

**EGT 245 Principles of Parametric CAD****Lec. 3      Lab. 0      Cr. 3**

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Prerequisite: RDG 100 or instructor approval.

**EGT 252 Advanced CAD****Lec. 3      Lab. 0      Cr. 3**

This course covers advanced concepts of the CAD software and its applications. Topics such as creating 3-D wire framed construction, shading techniques, user coordinate systems and computer animations using the AutoCAD software are covered. Prerequisite: EGT 152 or instructor approval.

**EGT 257 Advanced Civil CAD****Lec. 3      Lab. 0      Cr. 3**

This is an advanced CAD course for the Civil add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments using the new commands and features.

Prerequisite: RDG 100 or instructor approval.

**EGT 258 Applications of CAD****Lec. 3      Lab. 0      Cr. 3**

This course covers how CAD is used within the different drafting and design fields. This course is project oriented. Students will complete CAD projects for the Architectural, Civil, Mechanical, HVAC, and Electrical fields.

Prerequisite: RDG 100 or instructor approval.

**EGT 259 Advanced Architectural CAD****Lec. 3      Lab. 0      Cr. 3**

This is an advanced CAD course for the Architectural add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments.

Prerequisite: RDG 100 or instructor approval.

**EGT 282 Rapid Prototyping I****Lec. 4      Lab. 0      Cr. 4**

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.

Prerequisite: RDG 100 or instructor approval.

**ENG 012 Developmental****English Workshop (non-degree credit)\*****Lec. 1      Lab. 0      Cr. 1**

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

Prerequisite: A minimum writing score of 30 on ASSET or 30 on COMPASS. Workshop must be taken in conjunction with the class. COL 105 is required with this class.

\*These credits do not apply toward graduation.

**ENG 100 Introduction to****Composition (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

This course is a study of basic writing and different modes of composition and may include a review of usage and grammar.

Prerequisite: ENG 032, ENG 012.

COL 103 is required with this class.

**ENG 032 Developmental****English (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure.

Prerequisite: A minimum writing score of 30 on ASSET or 30 on COMPASS. Class must be taken in conjunction with the workshop. COL 105 is required with this class.

\*These credits do not apply toward graduation.

**ENG 101 English Composition I****Lec. 3      Lab. 0      Cr. 3**

This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections and frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite: ENG 100, RDG 100

**ENG 102 English Composition II****Lec. 3      Lab. 0      Cr. 3**

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisite: ENG 101.

**ENG 160 Technical Communications****Lec. 3      Lab. 0      Cr. 3**

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Prerequisites: ENG 100 and word processing skills.

**ENG 201 American Literature I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of American Literature from the Colonial period (1620+) to the Civil War (1860) in conjunction with the political, social, intellectual, and literary history surrounding these writings.

Prerequisites: ENG 102.

**ENG 202 American Literature II****Lec. 3      Lab. 0      Cr. 3**

This course is a study of American Literature from the Civil War to the present. Prerequisite: ENG 102.

**ENG 203 American Literature Survey****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of American Literature: major authors, genres, and periods. Prerequisite: ENG 102.

**ENG 205 English Literature I****Lec. 3      Lab. 0      Cr. 3**

This is a college transfer course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.

Prerequisite: ENG 102.

**ENG 206 English Literature II****Lec. 3      Lab. 0      Cr. 3**

This is a college transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisites: ENG 102.

**ENG 208 World Literature I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisite: ENG 102.

**ENG 209 World Literature II****Lec. 3      Lab. 0      Cr. 3**

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite: ENG 102.

**ENG 214 Fiction****Lec. 3      Lab. 0      Cr. 3**

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 102.

**ENG 218 Drama****Lec. 3      Lab. 0      Cr. 3**

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 102.

**ENG 222 Poetry****Lec. 3      Lab. 0      Cr. 3**

This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

Prerequisite: ENG 102.

**ENG 230 Women in Literature****Lec. 3      Lab. 0      Cr. 3**

This course is a critical study of women's writings examined from historical, social, and psychological points of view.

Prerequisite: ENG 102.

**ENG 236 African American Literature****Lec. 3      Lab. 0      Cr. 3**

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

Prerequisite: ENG 102.



**ENG 260 Advanced Technical Communications****Lec. 3      Lab. 0      Cr. 3**

This course develops skills in research techniques and increases proficiency in technical communications.

Prerequisite: ENG 101.

**GEO 101 Intro to Geography****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the principles and methods of geographic inquiry. Prerequisite: ENG 100 or RDG 100.

**GEO 102 World Geography****Lec. 3      Lab. 0      Cr. 3**

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Prerequisite: ENG 100 or RDG 100.

**HIS 101 Western Civilization to 1689****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Prerequisite: ENG 100 and RDG 100.

**HIS 102 Western Civilization Post 1689****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Prerequisite: ENG 100 and RDG 100.

**HIS 201 American History: Discovery to 1877****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of U.S. History from discovery to 1877.

This course includes political, social, economic, and intellectual developments during this period.

Prerequisite: ENG 100 and RDG 100.

**HIS 202 American History: 1877 to Present****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Prerequisite: ENG 100 and RDG 100.

\*Credit does not transfer

**HIS 226 Black History and Culture of S. Carolina Sea Islands****Lec. 3      Lab. 0      Cr. 3**

This course focuses on the unique origin, history, language, art, music and literature of the South Carolina sea islands and how the customs, folklore, and traditions are being fused into the present American society.

Prerequisite: ENG 100 and RDG 100.

\*Credit does not transfer

**HOS 101 Principles of Food Production I****Lec. 3      Lab. 0      Cr. 3**

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

Prerequisite: RDG 032, ENG 032.

**HOS 102 Principles of Food Production II****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

Prerequisite: RDG 032, ENG 032.

**HOS 103 Nutrition****Lec. 3      Lab. 0      Cr. 3**

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals.

Practical applications of the food service professional are emphasized.

Prerequisite: RDG 032, ENG 032.

**HOS 140 The Hospitality Industry****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

Prerequisite: RDG 032, ENG 032.

**HOS 141 Resort Development and Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

Prerequisite: RDG 032, ENG 032.

**HOS 150 Hotel Management****Lec. 3      Lab. 0      Cr. 3**

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

Prerequisite: RDG 032, ENG 032.

**HOS 255 Food Service Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of operational food service management.

Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

Prerequisite: RDG 032, ENG 032.

**HOS 256 Hospitality Management Concepts****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the theory and principles of management as applied to the hospitality industry.

Prerequisite: RDG 032, ENG 032.

**HOS 258 Convention Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

Prerequisite: RDG 032, ENG 032.

**HOS 262 Hospitality Software Applications****Lec. 3      Lab. 0      Cr. 3**

This course includes using microcomputer software in managing various areas of the hospitality industry.

Prerequisite: RDG 032, ENG 032.

**HOS 265 Hotel, Restaurant, and Travel Law****Lec. 3      Lab. 0      Cr. 3**

This course covers legal foresight for hospitality management.

Topics include litigation involving innkeepers and legal responsibilities of the innkeeper. This course also covers the legal aspects of the hospitality.

Prerequisite: RDG 032, ENG 032.

**HOS 266 Destination Tour Management****Lec. 3      Lab. 0      Cr. 3**

This course covers the development and management of group tours at the tourist destination, including idea conception, logistic planning, financial management, supplier relation, marketing and staff training. Students examine tours offered by area operators and develop their own tours.

Prerequisite: RDG 032, ENG 032.

**HOS 277 SCWE in Culinary Arts****Lec. 1      Lab. 9      Cr. 3**

This course integrates culinary skills at an approved work site related to the culinary industry.

Prerequisite: RDG 032, ENG 032, and instructor approval.

**IMT 101 Introduction to Industrial Maintenance****Lec. 2      Lab. 0      Cr. 2**

This course is an introduction to Industrial Maintenance.

**IMT 106 Fundamentals of Industrial Technology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of basic industrial topics, including teamwork, blueprint reading, and problem solving in an integrated format.

**IMT 114 Benchwork and Assembly****Lec. 2      Lab. 0      Cr. 2**

This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

**IMT 140 Industrial Electricity****Lec. 5      Lab. 0      Cr. 5**

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

**IMT 151 Piping Systems****Lec. 3      Lab. 0      Cr. 3**

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

**IST 150 Project Mgt. Essentials for IT Professionals****Lec. 3      Lab. 0      Cr. 3**

This course is the study of integrated project management for computer technology professionals with emphasis on the methods & software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**IST 162 Intro to Workstation Networking Administration****Lec. 3      Lab. 0      Cr. 3**

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

Prerequisite: RDG 100 or instructor approval.

**IST 163 Intro to Server Networking Configuration Admin****Lec. 3      Lab. 0      Cr. 3**

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

Prerequisite: RDG 100 or instructor approval.

**IST 164 Implementing Network Infrastructure Serving****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**IST 165 Design of Directory Services Infrastructure****Lec. 3      Lab. 0      Cr. 3**

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**IST 166 Network Fundamentals****Lec. 3      Lab. 0      Cr. 3**

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**IST 220 Data Communications****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

Prerequisite: IST 225, ENG 101, ENG 102, MAT 110 or MAT 120.

**IST 225 Internet Communications****Lec. 3      Lab. 0      Cr. 3**

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

Prerequisite: ENG 101, SPC 205.

**IST 226 Internet Programming****Lec. 3      Lab. 0      Cr. 3**

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

Prerequisite: CPT 212, ENG 101, ENG 102, MAT 110

**IST 227 Internet Operations and Management****Lec. 3      Lab. 0      Cr. 3**

This course covers the duties/responsibilities of an Internet webmaster, appropriate hardware, software and telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms.

Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 105, ENG 100.

**IST 263 Design Network Security****Lec. 3      Lab. 0      Cr. 3**

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers. Prerequisites: RDG 100, IST 162, IST 163 or instructor approval.



**IST 266 Internet and Firewall Security****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Prerequisite: CPT 242, IST 220, IST 226.

**IST 274 Database Administration****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the duties and responsibilities of a database administrator. This course covers setting up, maintaining, and troubleshooting a distributed, multiuser database.

Prerequisite: CPT 172 or CPT 242.

**IST 281 Presentation Graphics****Lec. 3      Lab. 0      Cr. 3**

This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.

Prerequisite: CPT 101 or CPT 170.

**LEG 120 Torts****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 132 Legal Bibliography****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

Prerequisites: ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

**LEG 135 Introduction to Law and Ethics****Lec. 3      Lab. 0      Cr. 3**

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Prerequisite: ENG 101 or instructor approval.

**LEG 201 Civil Litigation****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedure.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 213 Family Law****Lec. 3      Lab. 0      Cr. 3**

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 214 Property Law****Lec. 3      Lab. 0      Cr. 3**

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 231 Criminal Law****Lec. 3      Lab. 0      Cr. 3**

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 232 Law Office Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

**LEG 233 Wills, Trusts, and Probate****Lec. 3      Lab. 0      Cr. 3**

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 234 Title Examination Procedures I****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 242 Law Practice Workshop****Lec. 3      Lab. 0      Cr. 3**

This course includes the application of substantive knowledge in a practical situation as a paralegal.

Prerequisites: LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

**LEG 244 Special Projects for Paralegals****Lec. 3      Lab. 0      Cr. 3**

This course provides specialized paralegal training with an update on changes in the laws and procedures.

Prerequisites: LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

**LEG 250 Internship for Paralegals****Lec. 1      Lab. 6      Cr. 3**

This Course Is Designed To Provide The Paralegal Student With An Opportunity To Gain Hands-On Experience And Apply The Skills And Knowledge In A Law Office Or Other Suitable Location Where Paralegals Are Employed

**MAT 012 DE Mathematics Workshop (non-degree credit)\*****Lec. 1      Lab. 0      Cr. 1**

This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

Prerequisite: A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Workshops must be taken in conjunction with class.

COL 105 is required with this course

\*These credits do not apply toward graduation.

**MAT 032 Developmental Mathematics  
(non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

Developmental Mathematics includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

Prerequisite: A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Class must be taken in conjunction with workshops.

COL 105 is required with this course.

\*These credits do not apply toward graduation.

**MAT 105 Intro to College Algebra****Lec. 5      Lab. 0      Cr. 5**

This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Also included are operations with real numbers, variable expressions, polynomials; factoring; solving simple, fractional, linear, quadratic equations and inequalities; graphing; system of equations; functions. Prerequisite: MAT 032 and MAT 012.\*

\*These credits do not apply toward graduation.

**MAT 110 College Algebra****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinational algebra, including the binomial theorem; and introduction to probability. Prerequisite: MAT 105.

**MAT 111 College Trigonometry****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including Demoivre's theorem; vectors; conic sections; sequences; and series.

Prerequisite: MAT 110

**MAT 112 Precalculus****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs, analytic trigonometry, analytic geometry, and applications of trigonometry. Prerequisite: MAT 105.

**MAT 120 Probability and Statistics****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; Types I and II errors; linear regression; and correlation.

Prerequisite: MAT 105.

**MAT 122 Finite College Math****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

Prerequisite: MAT 105.

**MAT 130 Elementary Calculus****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

Prerequisite: MAT 110.

**MAT 140 Analytical Geometry and Calculus I****Lec. 4      Lab. 0      Cr. 4**

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Prerequisites: MAT 110 + MAT 111 or MAT 112.

**MAT 141 Analytical Geometry  
and Calculus II****Lec. 4      Lab. 0      Cr. 4**

Includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

Prerequisite: MAT 140.

**MAT 160 Math for Business and Finance****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Prerequisites: MAT 105.

**MAT 240 Analytical Geometry  
and Calculus III****Lec. 4      Lab. 0      Cr. 4**

This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems.

Prerequisite: MAT 141.

**MAT 242 Differential Equations****Lec. 4      Lab. 0      Cr. 4**

This course includes the following topics: solution of linear and elementary non-linear algebra to solve systems; applications; series; laplace transform; and numerical methods.

Prerequisite: MAT 240.

**MED 107 Medical Office Management****Lec. 4      Lab. 0      Cr. 4**

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite: CPT 170 or AOT 163.

**MGT 101 Principles of Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisite: ENG 100.

**MGT 120 Small Business Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

Prerequisites: ACC 101, BUS 101 or instructor approval.

**MGT 150 Fundamentals of Supervision****Lec. 3      Lab. 0      Cr. 3**

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. Prerequisite: ENG 101.

**MGT 201 Human Resources Management****Lec. 3      Lab. 0      Cr. 3**

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment; selection and assessment of personnel; and wage, salary, and benefit administration.

Prerequisite: ENG 101.

**MGT 230 Managing Information Resources****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the development, use and management of information resources, and systems in business and industry.

Prerequisite: CPT 101.

**MGT 270 Managerial Communications****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed.

Prerequisite: ENG 101.

**MKT 101 Marketing****Lec. 3      Lab. 0      Cr. 3**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

Prerequisite: ENG 100, MAT 105.

**MKT 110 Retailing****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

Prerequisite: ENG 100, MAT 105.

**MKT 135 Customer Service Techniques****Lec. 3      Lab. 0      Cr. 3**

This course discusses how businesses can improve customer service to build loyalty and improve business results. An understanding of customer expectations and effective communication is included.

Prerequisite: ENG 100.

**MSY 101 Masonry Fundamentals****Lec. 5      Lab. 0      Cr. 5**

This course is an introduction to masonry skills and tools.

**MSY 102 Advanced Masonry****Lec. 5      Lab. 0      Cr. 5**

This course covers masonry walls and corner construction.

**MTH 120 Introduction to Massage****Lec. 3      Lab. 3      Cr. 4**

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced.

Prerequisite: Acceptance into the Massage Therapy program.

Corequisite: MTH 121.

**MTH 121 Principles of Massage I****Lec. 3      Lab. 3      Cr. 4**

The course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

Prerequisite: Acceptance into the Massage Therapy program.

Corequisite: MTH 120.

**MTH 122 Principles of Massage II****Lec. 3      Lab. 3      Cr. 4**

This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures.

Prerequisites: MTH 120, MTH 121, BIO 112.

Corequisites: BIO 238, MTH 123, MTH 126

**MTH 123 Massage Clinical I****Lec. 1      Lab. 6      Cr. 3.**

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

Prerequisites: BIO 112, MTH 120, MTH 121

Co-requisites: BIO 238, MTH 122, MTH 126.

**MTH 124 Massage Business Application****Lec. 3      Lab. 0      Cr. 3**

This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126.

Co requisite: MTH 133, MTH 135

**MTH 126 Pathology for Massage Therapy****Lec. 1.5      Lab. 1.5      Cr. 2**

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

Prerequisites: BIO 112, MTH 120, MTH 121.

Corequisites: BIO 238, MTH 122, MTH 123.

**MTH 133 Massage Clinical II****Lec. 1      Lab. 3      Cr. 2**

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126

Co-requisites: MTH 124, MTH 135

**MTH 135 Massage Practicum****Lec. 1      Lab. 3      Cr. 2**

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students observe facility and business operations under supervision of licensed massage therapists and/or licensed medical staff.

Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126.

Co-requisites: MTH 124, MTH 133.

**MUS 101 Chorus I****Lec. 1      Lab. 0      Cr. 1**

This course includes the study and performance of selected choral music.

**MUS 102 Chorus II****Lec. 1      Lab. 0      Cr. 1**

This course includes the study and performance of selected choral music.

**MUS 105 Music Appreciation****Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. Prerequisite: ENG 101.

**NUR 102 Basic Nursing Care Skills.****Lec. 2      Lab. 6      Cr. 4**

This course introduces basic nursing care skills which are applied in long term care.

Prerequisite: Acceptance into the nursing program, Acceptance completion of MAT 105 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisites: Psy 201, BIO 210, NUR 105.

**NUR 105 Pharmacology for Nurses****Lec. 0.5      Lab. 1.5      Cr. 1**

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

Prerequisites: Acceptance into the nursing program or advanced placement, Completion of MAT 105 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisites: BIO 210, NUR 102, NUR 114, PSY 201.

**NUR 114 Introduction to Nursing****Lec. .5      Lab. 1.5      Cr. 1**

This course is an overview of nursing concepts and scopes of practice with emphasis on meeting basic human needs throughout the lifespan. Includes concepts related to health promotions, the health/illness continuum, and application of the nursing process.

\*This course is for advanced placement into NUR 134, first 8 week time period in spring and during summer semester.

Prerequisite: Acceptance into the nursing program; completion of MAT 105 or COMPASS placement in MAT 120, and completion of RDG 100 a COMPASS reading score of 88. Currently practicing or has practiced as certified nursing assistant or credentialed patient care technician within 12 months of beginning NUR 114.

\*Must meet with advisor to register for this course.

Corequisite: BIO 210, NUR 105, and PSY 201.

**NUR 134 Beginning Nursing Skills****Lec. 2.5      Lab. 7.5      Cr. 5**

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

Prerequisite: NUR 102 or NUR 114.

Corequisites: PSY 201, BIO 210, NUR 105.

**NUR 155 Contemporary Nursing Practice I****Lec. 4      Lab. 6      Cr. 6**

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes. Prerequisites: NUR 105, NUR 134.

Corequisites: BIO 211, PSY 203.

**NUR 158 Health Promotion for Families I****Lec. 3      Lab. 3      Cr. 4**

This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.

Prerequisite: NUR 105, NUR 134.

Corequisite: BIO 211, NUR 155, PSY 203.

**NUR 162 Psychiatric and Mental Health Nursing****Lec. 2      Lab. 3      Cr. 3**

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisites: NUR 155 or NUR 201, BIO 211, ENG 101, PSY 203

Corequisites: BIO 225, NUR 158

**NUR 166 Issues in Practical Nursing****Lec. 1      Lab. 0      Cr.1**

This course addresses current practice issues for the practical nurse. Prerequisite: BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite: ENG 101, NUR 167.

**NUR 167 Organizational Strategies for the Practical Nurse****Lec. 1.5      Lab. 7.5      Cr. 4**

This course assists the student in development of organizational skills and strategies of delegation in structured care settings.

Prerequisite: BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite: NUR 166, ENG 101.

**NUR 201 Transition Nursing****Lec. 2.5      Lab. 1.5      Cr. 3**

This course facilitates the transition of the practical nurse graduate to the role of associate degree nursing student.

Prerequisite: All acceptance requirements for entrance into the nursing program must be met. Successful completion of all first year general education and science courses for the Nursing Program. Must have eligible TEAS scores on file. Current licensure as a practical nurse with clinical experience within the past 12 months or awaiting results of initial NCLEX-PN with graduation within the past 12 months. Successful completion of CPT 170 or challenge option.

\*Must meet with an advisor to register for this course.

**NUR 265 Nursing Concepts & Clinical Practice II****Lec. 4      Lab 6      Cr. 6**

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisites: NUR 155, NUR 158, BIO 225, ENG 101,

Corequisites: NUR 162

**NUR 274 Issues in Nursing Practice****Lec. 2.5      Lab 1.5      Cr. 3**

This course addresses current issues in nursing practice.

Prerequisites: MAT 120, NUR 265, NUR 162.

Corequisite: ENG 102, Approved Humanities Elective, NUR 275

**NUR 275 Contemporary Nursing Practice III****Lec. 2.5      Lab. 10.5      Cr. 6**

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

Prerequisites: MAT 120, NUR 265, NUR 162.

Corequisite: ENG 102, Approved Humanities Elective, NUR 274

**PHI 101 Introduction to Philosophy****Lec. 3      Lab. 0      Cr. 3**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields.

Prerequisite: ENG 101.

**PHI 110 Ethics****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Prerequisite: ENG 101.



**PHY 201 Physics I****Lec. 3      Lab. 3      Cr. 4**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite: MAT 111.

**PHY 202 Physics II****Lec. 3      Lab. 3      Cr. 4**

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

Prerequisite: PHY 201

**PSC 201 American Government****Lec. 3      Lab. 0      Cr. 3**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

Prerequisite: ENG 101.

**PSC 215 State and Local Government****Lec. 3      Lab. 0      Cr. 3**

This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisite: ENG 101.

**PSY 103 Human Relations****Lec. 3      Lab. 0      Cr. 3**

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

Prerequisite: RDG 100.

**PSY 201 General Psychology****Lec. 3      Lab. 0      Cr. 3**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite: ENG 100 and RDG 100.

**PSY 203 Human Growth and Development****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite: PSY 201 or instructor approval.

**PSY 205 Adolescent Psychology****Lec. 3      Lab. 0      Cr. 3**

This course is the study of the development of the adolescent with special emphasis on physiological, psychological, and behavioral aspects.

Prerequisite: PSY 201 or instructor approval.

**PSY 208 Human Sexuality****Lec. 3      Lab. 0      Cr. 3**

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite: PSY 201 or instructor approval.

**PSY 210 Educational Psychology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning.

Prerequisite: PSY 201.

**PSY 212 Abnormal Psychology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite: PSY 201 or instructor approval.

**PSY 225 Social Psychology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of individual behavior as influenced by social roles, group identification, attitudes and values.

Prerequisite: PSY 201 or SOC 101 or instructor approval.

**PTH 101 Physical Therapy Professional Preparation****Lec. 1      Lab. 3      Cr. 2**

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

Prerequisite: ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. Completion of MAT 105 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisites: BIO 210, ENG 101, PSY 201, MAT 120.

**PTH 115 Pathology for PTA****Lec. 3      Lab. 0      Cr. 3**

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries seen in physical therapy.

Prerequisites: PTH 240, PTH 242, PTH 252.

Co-requisites: PTH 235, PTH 228, PTH 246, PTH 253.

**PTH 202 Physical Therapy Modalities****Lec. 3      Lab. 3      Cr. 4**

This course introduces patient care techniques, including patient preparation, therapeutic hot/cold modalities and electrical stimulation.

Prerequisites: BIO 210, MAT 120, PSY 201, ENG 101, PTH 101.

Corequisites: BIO 211, ENG 102, PTH 205.

**PTH 205 Physical Therapy Functional Anatomy****Lec. 3      Lab. 3      Cr. 4**

This course introduces the basic concepts and principals of muscles, joints and motion, including traditional testing procedures.

Prerequisites: BIO 210, MAT 120, PSY 201, ENG 101, PTH 101.

Corequisites: BIO 211, ENG 102, PTH202.

**PTH 228 Manual Therapy Techniques****Lec. 1      Lab. 3      Cr. 2**

This course introduces principles and basic techniques of manual therapy and wound care as it pertains to chronic edema.

Prerequisites: PTH 240, PTH 242 PTH 252.

Corequisites: PTH 115, PTH 235, PTH 246, PTH 253.

**PTH 235 Interpersonal Dynamics****Lec. 2      Lab. 0      Cr. 2**

This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.

Prerequisites: PTH 240, PTH 242, PTH 252.

Corequisites: PTH 115, PTH 228, PTH 246, PTH 253.

**PTH 240 Therapeutic Exercise/Application****Lec. 3      Lab. 6      Cr. 5**

This course provides the practical application of therapeutic exercise.

Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.

Corequisites: PTH 242, PTH 252.

**PTH 242 Orthopedic Management****Lec. 4      Lab. 0      Cr. 4**

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.

Corequisites: PTH 240, PTH 252.

**PTH 246 Neuromuscular Rehabilitation****Lec. 3      Lab. 6      Cr. 5**

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

Prerequisites: PTH 240, PTH 242, PTH 252.

Co-requisites: PTH 115, PTH 228, PTH 235, PTH 253.

**PTH 252 Clinical Practice.****Lec. 0      Lab. 6      Cr. 2**

This course introduces elementary clinical procedures involved in the patient care setting.

Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.

Corequisites: PTH 240, PTH 242.

**PTH 253 Clinical Practice II****Lec. 0      Lab. 9      Cr. 3**

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

Prerequisites: PTH 240, PTH 242, PTH 252.

Corequisites: PTH 115, PTH 228, PTH 246, PTH 235.

**PTH 266 Physical Therapy Practicum I****Lec. 0      Lab. 18      Cr. 6**

This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246, PTH 253.

Corequisites: PTH 270, PTH 275.

**PTH 270 Special Topics in Physical Therapy****Lec. 3      Lab. 0      Cr. 3**

This course provides opportunities for specialized study of selected topics in Physical Therapy.

Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246, PTH 253.

Corequisites: PTH 266, PTH 275.

**PTH 275 Advanced Professional Preparation****Lec. 1      Lab. 0      Cr. 1**

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246.

Corequisites: PTH 266, PTH 270, PTH 253

**RAD 101 Introduction to Radiography****Lec. 1      Lab. 3      Cr. 2**

This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

Prerequisite: Acceptance into Radiologic Technology Program.

Completion of MAT 105 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisites: RAD 130, RAD 150, MAT 110, BIO 210.

**RAD 103 Introduction to Computer Tomography****Lec. 2      Lab. 0      Cr. 2**

This course is the study of the technological developments behind computed tomography, an overview of scanner, components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored including patient screening, contrast utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

Prerequisite: Acceptance into the program

Corequisites: RAD 131, RAD 132, RAD 280, RAD 281

**RAD 110 Radiographic Imaging I****Lec. 3      Lab. 0      Cr. 3**

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisites: BIO 210, MAT 110, RAD 101, RAD 130, RAD 150.

Corequisites: BIO 211, ENG 101, RAD 136, RAD 155

**RAD 115 Radiographic Imaging II****Lec. 2      Lab. 3      Cr. 3**

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite: RAD 165, RAD 110.

Corequisites: RAD 176, RAD 201.

**RAD 130 Radiographic Procedures I****Lec. 2      Lab. 3      Cr. 3**

This course provides an introduction to radiographic procedures.

Positioning of the chest, abdomen, and extremities are included.

Corequisites: BIO 210, MAT 110, RAD 101, RAD 150.

**RAD 131 Computed Tomography of the Head and Spine****Lec.1      Lab. 0      Cr. 1**

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

Corequisites: RAD 103, RAD 280.

**RAD 132 Computed Tomography of Neck, Thorax, Abdomen****Lec.1      Lab. 0      Cr. 1**

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

Prerequisite: RAD 131

Corequisites: RAD 103, RAD 281.

**RAD 133 Computed Tomography of the Extremities****Lec.1      Lab. 0      Cr. 1**

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisites: RAD 142, RAD 145, RAD 285

**RAD 136 Radiographic Procedures II****Lec. 2      Lab. 3      Cr. 3**

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisites: BIO 210, MAT 110, RAD 130, RAD 150.

Corequisites: BIO 211, ENG 101, RAD 110, RAD 155.

**RAD 142 Computed Tomography Clinical Practicum****Lec.0      Lab. 15      Cr. 5**

This course provides the student with hands-on application of clinical skills necessary to become a registered computed tomography technologist in a hospital and/or outpatient environment.

Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisites: RAD 133, RAD 145, RAD 285

**RAD 145 Computed Tomography Physics & Instrumentation****Lec.3      Lab. 0      Cr. 3**

This course provides an overview of technology, repair, and practice that is unique to the computed tomography profession.

Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisites: RAD 133, RAD 142, RAD 285

**RAD 150 Clinical Applications****Lec. 0      Lab. 12      Cr. 4**

This course includes practice of hands-on clinical skills in hospital/ outpatient environments.

Corequisites: BIO 210, MAT 110, RAD 101, RAD 130.

**RAD 155 Applied Radiography I****Lec. 0      Lab. 15      Cr. 5**

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Prerequisites: BIO 210, RAD 101, RAD 130, RAD 150.

Corequisites: BIO 211, ENG 101, RAD 110, RAD 136.

**RAD 165 Applied Radiography II****Lec. 0      Lab. 15      Cr. 5**

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisites: RAD 230.

**RAD 176 Applied Radiography III****Lec. 0      Lab. 18      Cr. 6**

This course includes clinical education needed for building competence in performing radiographic procedures with in the clinical environment.

Prerequisites: RAD 165, RAD 230.

Corequisites: PSY 201, RAD 115, RAD 201.

**RAD 201 Radiation Biology****Lec. 2      Lab. 0      Cr. 2**

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large at a minimum.

Prerequisites: RAD 165, RAD 230.

Corequisites: RAD 115, RAD 176, PSY 201.

**RAD 205 Radiographic Pathology****Lec. 2      Lab. 0      Cr. 2**

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment. Prerequisite: RAD 115, RAD 176, RAD 201, PSY 201.

Corequisites: RAD 210, RAD 268.

**RAD 210 Radiographic Imaging III****Lec. 3      Lab. 0      Cr. 3**

This course provides a detailed study of advanced methods and concepts of imaging. Prerequisites: PSY 201, RAD 115, RAD 176, RAD 201. Corequisites: RAD 205, RAD 268.

**RAD 230 Radiographic Procedures III****Lec. 2      Lab. 3      Cr. 3**

This course is a study of special radiographic procedures.

Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite: RAD 165.

**RAD 236 Radiography Seminar II****Lec. 1      Lab. 3      Cr. 2**

This course will include, but not limited to, a general review of program courses and assessment exercises designed to assist the student in preparation for the national certification examination.

Prerequisites: RAD 205, RAD 210, RAD 268

Corequisites: RAD 276

**RAD 268 Advanced Radiography II****Lec. 0      Lab. 24      Cr. 8**

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisites: PSY 201, RAD 115, RAD 176, RAD 201.

Corequisites: RAD 205, RAD 210.

**RAD 276 Advanced Radiography III****Lec. 0      Lab. 18      Cr. 6**

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisites: RAD 205, RAD 210, RAD 268.

Co requisite: RAD 236.

**RAD 280 Advanced Imaging I****Lec.1      Lab. 3      Cr. 2**

This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.

Prerequisite: RAD 280

Corequisites: RAD 103, RAD 132

**RAD 281 Advanced Imaging II****Lec.1      Lab. 3      Cr. 2**

This course provides advanced instruction in contemporary imaging technologies that are unique to the needs of the profession.

Corequisites: RAD 103, RAD 132, RAD 280

**RAD 285 Special Topics in Computed Tomography****Lec.1      Lab. 0      Cr. 1**

This course is a study of advanced topics unique to Computed Tomography. Several practice registry exams in Computed Tomography will be given in preparation for the ARRT CT Registry Exam. Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281

Corequisites: RAD 133, RAD 142, RAD 145

**RDG 012 Development Reading Workshop (non-degree credit)\*****Lec. 1      Lab. 0      Cr. 1**

Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature.

Prerequisite: A minimum reading score of 28 on ASSET or 26 on COMPASS. Workshop must be taken in conjunction with class.

COL 105 is required with this course.

\*These credits do not apply toward graduation.

**RDG 032 Developmental Reading (non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature.

Prerequisite: A minimum reading score of 28 on ASSET or 26 on COMPASS. Class must be taken in conjunction with workshop.

COL 105 is required with this course

\*These credits do not apply toward graduation.

**RDG 100 Critical Reading**



**(Non-degree credit)\*****Lec. 3      Lab. 0      Cr. 3**

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. It also stresses effective methods of studying and learning in all college subjects. Practical laboratory along with individual and group study practice sessions are provided with an emphasis on comprehension, concentration, memory, test-taking, writing, and vocabulary. Rudiments of lecture note taking, critical thinking, and speed reading are presented.

Prerequisite: RDG 032 and RDG 012.\*

COL 105 is required with this course.

\*These credits do not apply toward graduation.

**RTV 101 Audio Techniques****Lec. 3      Lab. 0      Cr. 3**

This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.

Prerequisite: RDG 100 or instructor approval.

**RTV 103 Field Operations****Lec. 3      Lab. 0      Cr. 3**

This course introduces the setup, operation, and application of video equipment for field production.

Prerequisite: RDG 100 or instructor approval.

**RTV 105 Television Studio Operation****Lec. 3      Lab. 0      Cr. 3**

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

Prerequisite: RDG 100 or instructor approval.

**RTV 113 Video Editing****Lec. 3      Lab. 0      Cr. 3**

This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing will be emphasized.

Prerequisite: RDG 100 or instructor approval.

**RTV 121 Introduction to Broadcasting****Lec. 3      Lab. 0      Cr. 3**

This course covers the history of broadcasting, federal communications policies, and basic operational practices.

Prerequisite: RDG 100 or instructor approval.

**RTV 222 Television Studio Techniques****Lec. 3      Lab. 0      Cr. 3**

This course covers an introduction to TV production, including camera movements, directing instructors, editing and sequential photography.

Prerequisite: RDG 100 or instructor approval.

**RTV 224 Television Production****Lec. 3      Lab. 0      Cr. 3**

This course covers advanced studio techniques, utilizing the mixing of both audio and video sources.

Prerequisite: RDG 100 or instructor approval.

**RTV 226 Television Directing****Lec. 3      Lab. 0      Cr. 3**

This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.

Prerequisite: RDG 100 or instructor approval.

**RTV 231 SCWE in Broadcasting I****Lec. 3      Lab. 0      Cr. 3**

This course includes supervised production experience at a television and/or radio location.

Prerequisite: RDG 100 or instructor approval.

**RTV 232 SCWE in Broadcasting II****Lec. 3      Lab. 0      Cr. 3**

This course includes production experience at a television and/or radio production location.

Prerequisite: RDG 100 or instructor approval.

**RTV 233 SCWE in Broadcasting III****Lec. 3      Lab. 0      Cr. 3**

This course includes production experience at a television and/or radio production location.

Prerequisite: RDG 100 or instructor approval.

**SOC 101 Introduction to Sociology****Lec. 3      Lab. 0      Cr. 3**

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.

Prerequisite: ENG 101.

**SOC 102 Marriage and the Family****Lec. 3      Lab. 0      Cr. 3**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social changes.

Prerequisite: SOC 101.

**SOC 205 Social Problems****Lec. 3      Lab. 0      Cr. 3**

This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.

Prerequisite: SOC 101.

**SOC 206 Social Psychology****Lec. 3      Lab. 0      Cr. 3**

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

Prerequisite: SOC 101 or PSY 201.

**SOC 210 Juvenile Delinquency****Lec. 3      Lab. 0      Cr. 3**

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite: SOC 101.

**SOC 220 Sociology of the Family****Lec. 3      Lab. 0      Cr. 3**

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

Prerequisite: SOC 101 or instructor approval.

**SOC 235 Thanatology****Lec. 3      Lab. 0      Cr. 3**

This course is a study of dying, death, bereavement, and widow/widower hood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

Prerequisite: SOC 101.

**SPA 101 Elementary Spanish I**

**Lec. 4                      Lab. 0                      Cr. 4**

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture.

Prerequisite: ENG 100 and RDG 100.

**SPA 102 Elementary Spanish II****Lec. 4                      Lab. 0                      Cr. 4**

This course continues development of the basic language skills and the study of the Spanish culture.

Prerequisite: SPA 101.

**SPA 201 Intermediate Spanish I****Lec. 3                      Lab. 0                      Cr. 3**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisite: SPA 102.

**SPC 205 Public Speaking****Lec. 3                      Lab. 0                      Cr. 3**

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisite: RDG 100, ENG 100.

Corequisite: ENG 101.

**SPC 209 Interpersonal Communication****Lec. 3                      Lab. 0                      Cr. 3**

This course focuses on understanding communication as a complex, interactive process. It stresses the importance of applying communication theory to everyday communication situations covering topics such as perception formation, relational information and conflict.

Prerequisite: ENG 101 or instructor approval.

**SUR 101 Introduction to Surgical Technology****Lec. 3                      Lab. 6                      Cr. 5**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic control, and wound healing.

Prerequisites: Acceptance into the Surgical Technology program. Completion of MAT 105 or COMPASS placement in MAT 110 or MAT 120, and completion of RDG 100 or COMPASS score of 88.

Co-requisites: AHS 103, AHS 121, AHS 130, BIO 112, SUR 110.

**SUR 103 Surgical Procedures I****Lec. 2                      Lab. 6                      Cr. 4**

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Prerequisites: AHS 103, AHS 121, AHS 130, BIO 112, SUR 101, SUR 110.

Co-requisites: ENG 101, PSY 201, SUR 104, SUR 106, CPT 101 or CPT 170.

**SUR 104 Surgical Procedures II****Lec. 2                      Lab. 6                      Cr. 4**

This course is a study of the various specialties of surgical procedures.

Prerequisites: AHS 103, AHS 121, AHS 130, BIO 112, SUR 103.

Corequisites: SUR 106

**SUR 106 Advanced Surgical Procedures****Lec. 2                      Lab. 0                      Cr. 2**

This course is a study of advanced surgical procedures.

Prerequisites: AHS 103, AHS 121, AHS 130, BIO 112, SUR 104.

Corequisites: CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104.

**SUR 110 Introduction to Surgical Practicum****Lec. 1                      Lab. 12                      Cr. 5**

This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations.

Prerequisites: Completion of SUR 101.

Corequisites: AHS 103, AHS 121, AHS 130, BIO 112, SUR 101.

**SUR 112 Surgical Practicum I****Lec. 2                      Lab. 6                      Cr. 4**

This course includes the application of preoperative theory under clinical supervision.

Prerequisites: CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, SUR 106, and AHS 121.

**SUR 113 Advanced Surgical Practicum**

**Lec. 4                      Lab. 6                      Cr. 6**

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

Prerequisites: CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, SUR 106, SUR 112, and AHS 121.

**THE 101 Introduction to Theatre**

**Lec. 3                      Lab. 0                      Cr. 3**

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite: ENG 101.

# NOTES

# STUDENT HANDBOOK

## Where Can I Ask About....?

Topic:	Contact:	Location:	Contact Number:
ADA (Student Disability Act)	Director of Retention and Federal TRiO Programs	Coleman Hall, Building 2	525-8219
Admission	Admissions	Coleman Hall, Building 2	525-8207/8208
Bookstore	Bookstore	MacLean Hall, Building 12	525-8303
Blackboard	Online 24/7 Support Center		1-877-736-2586
Campus Counselor	Counselor	Building 2, Room 246	525-8288
Career & Transfer Services	Career & Transfer Services	Coleman Hall, Building 2	525-8224
College Work Study	Campus Life	MacLean Hall, Building 12	525-8218
Community Outreach	Student Services	Coleman Hall, Building 2	525-8307
Continuing Education	Continuing Education	Building 22	525-8205
Disciplinary/Judicial	Academic Affairs	Building 6	525-8244
Discrimination	Student Affairs	Coleman Hall, Building 2	525-8215
Emergencies	Security	Building 11	525-8301
Financial Assistance	Financial Aid	Coleman Hall, Building 2	470-5961
Student Email/Web Advisor	Help Desk	Building 1	525-8344
ID Cards/Parking Decals	Student Records	Coleman Hall, Building 2	525-8272
International Students	Admissions	Coleman Hall, Building 2	525-8207
Library and Library Services	Learning Resources Center	MacLean Hall, Building 12	525-8304
Military Students (TCL Campus)	Military Coordinator	Coleman Hall, Building 2	525-8307
Military Students (Parris Island)	Military Outreach Coordinator		228-2659
Military Students (MCAS Beaufort)	Military Outreach Coordinator		228-7494
New Student Services	Admissions	Coleman Hall, Building 2	525-8207
Orientation	Admissions	Coleman Hall, Building 2	525-8207
PILAU Program	Student Services	Coleman Hall, Building 2	470-6040
Placement Testing	Testing Center	Building 1	525-8344
Probation/Suspension Counseling	Student Services	MacLean Hall, Building 12	525-8218
Registration	Student Services	Coleman Hall, Building 2	525-8229
Schedule Change	Student Records	Coleman Hall, Building 2	525-8209
Scholarships	Financial Aid	Coleman Hall, Building 2	470-5961
Services for Disabled Students	Director of Retention	Coleman Hall, Building 2	525-8219
Student Organizations/SGA	Student Services	MacLean Hall, Building 12	525-8218
Student Email	Help Desk	Building 1	525-8344
Student Records	Student Records	Coleman Hall, Building 2	525-8209
Transcripts	Student Records	Coleman Hall, Building 2	525-8272
Tutoring Center	Academic Support	Building 9	525-8221
Veterans Affairs	Financial Aid	Coleman Hall, Building 2	525-8337
Web Advisor	Help Desk	Building 1	525-8344
Withdrawal from TCL	Student Records	Coleman Hall, Building 2	525-8209

# Student Issue Chart | 2011

Student Issue	First Contact	Building/Room	Next Level	Next Level	Office Of	Executive Official
Advising	Faculty Advisor		Program Dean		Academic Affairs	V.P. Academic Affairs
Admissions	Intake Specialist	2/141	Director of Admissions	Director of Enrollment Services	Student Affairs	V.P. Student Affairs
Bookstore	Bookstore Associate	12/102	Director		Administrative Services	V.P. Administrative Services
Continuing Education	Information Desk	22/106	Program Manager	Dean of Continuing Education	Continuing Education	V.P. Continuing Education/Workforce Development
Discrimination		2/227	Director of Student Services			
Entry Testing/ECCO	Testing Services	1/202	Educational Tech Coordinator		Academic Affairs	V.P. Academic Affairs
Faculty Concerns	Instructor		Dean		Academic Affairs	V.P. Academic Affairs
Financial Aid	Counselor	2/141	Director of Financial Aid		Student Affairs	V.P. Student Affairs
Graduation	Student Services Specialist	2/106	Registrar	Director of Enrollment Mgmt.	Student Affairs	V.P. Student Affairs
Harassment		2/102			Student Affairs	V.P. Student Affairs
Library	Librarian	12/204	Director of Library		Academic Affairs	V.P. Academic Affairs
New Student Orientation	Intake Specialist	2/141	Director of Admissions	Director of Enrollment Mgmt.	Student Affairs	V.P. Student Affairs
Parking	Campus Security	11	Director of Physical Plant		Administrative Services	V.P. Administrative Services
	<u>First Contact</u>		<u>Next Level</u>	<u>Next Level</u>	<u>Office Of</u>	<u>Executive Official</u>
Probation and Suspension	→Beaufort Campus Life Manger →New River Student Services Coordinator	12/118 50/213	Director of Retention & Federal Programs		Student Affairs	V.P. Student Affairs
Recruitment	Community Outreach & Military Services	2/104	Director of Enrollment Mgmt.		Student Affairs	V.P. Student Affairs

## Student Issue Chart | 2011

<b>Refund</b>	Cashier	2/117	Financial Counselor	Director	Administrative Services	V.P. Administrative Services
<b>Registration</b>	Records Specialist	2/106	Registrar	Director of Enrollment Management	Student Affairs	V.P. Student Affairs
<b>Residency</b>	Admissions Services Manager	2/141	Director of Enrollment Services		Student Affairs	V.P. Student Affairs
<b>Security</b>	Campus Security Office	11		Director Physical Plant	Administrative Services	V.P. Administrative Services
<b>Student Accounts</b>	Business Office	3/124	Fiscal Technician		Administrative Services	V.P. Administrative Services
<b>Student Activities</b>	Campus Life Manager	12/118	Director of Retention & Federal Programs		Student Affairs	V.P. Student Affairs

<u>Student Issue</u>	<u>First Contact</u>		<u>Next Level</u>	<u>Next Level</u>	<u>Office Of</u>	<u>Executive Official</u>
<b>Student Records</b>	Records Specialist	2/106	Registrar	Director of Enrollment Mgmt.	Student Affairs	V.P. Student Affairs
<b>Students with Disabilities (Beaufort)</b>	Director of Retention & Federal Programs	2/227			Student Affairs	V.P. Student Affairs
<b>Students with Disabilities (New River)</b>	Student Services Coordinator	50/213			Student Affairs	V.P. Student Affairs
<b>Transcripts</b>	Records Specialist	2/106	Registrar	Director of Enrollment Mgmt.	Student Affairs	V.P. Student Affairs



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY



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## **PART I: GENERAL INFORMATION**

*In this section, students will find information about their rights and responsibilities while at the Technical College of the Lowcountry (TCL). This section discusses campus security procedures, alcohol and drug policies, and other policies concerning student behavior while on campus.*

### **Academic Forgiveness**

A student considering Academic Forgiveness must meet certain conditions before applying, and students who qualify must submit a written request to the Registrar. It is a student's responsibility to consider the consequences of applying for Academic Forgiveness, which is a one time-only option.

The Registrar will counsel the student regarding the options and potential consequences and, if approved, make the appropriate adjustment(s) to the student's academic record within 15 days of receipt regarding approval status of the request.

### **Conditions for Applying for Academic Forgiveness**

Academic Forgiveness can be applied only once in a student's career at the Technical College of the Lowcountry.

Academic Forgiveness must be requested by the student and is available only to students upon re-entry and a minimum of three (3) years must have elapsed between the end of the term in which the student was last enrolled and the term in which the student is currently enrolled.

An approved Academic Forgiveness Request means the prior academic record will no longer appear on the student's transcript and the grade points are not carried forward and calculated as a part of the continuing academic record. It applies only to the course work taken prior to the term of re-enrollment that is in our current database system. Archived records are not eligible for consideration for Academic Forgiveness.

Application of Academic Forgiveness may affect a student's financial aid, particularly federal aid.

If a student has previously been awarded a certificate, diploma, or degree, then Academic Forgiveness cannot be applied to those courses.

### **Academic Freedom**

To ensure that an instructional program is marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters which have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When faculty members speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution. At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

### **Academic Grievance Procedure**

See Part II: Student Code

### **Academic Policies and Procedures**

See the Academic Regulations section of this catalog.

### **Academic Rights**

See Part II: Student Code

### **Academic Success Center**

See Tutoring Services

### **Address/Name Change**

Students who change their mailing address, phone number, or require a name change must have their contact information updated in the College's database. Contact the Student Records Office in person or through Web Advisor on the College's website at [www.tcl.edu](http://www.tcl.edu). Failure to make these important changes may cause the student to experience difficulties in transactions with Financial Aid, the Business/Finance Office, Student Records, the College Registrar, and/or his or her academic division.

## Advisors

Degree-seeking new and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at TCL. A student may request a change of advisor through the appropriate academic division. Non-degree-seeking students (Career Development) must meet with a counselor for registration assistance.

## Attendance Policy

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, *regardless of the mode of delivery*. This applies to online/web based, blended/mixed mode and live broadcast classes. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If it becomes necessary to add, drop, or withdraw from a course(s) or the College, it is the student's responsibility to email the instructor with the course information to begin the College's approved withdrawal process as specified. If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "WP" if the student had been making satisfactory progress; (2) withdraw the student from the class with a grade of "WF" if the student had been making unsatisfactory progress; or (3) withdraw the student from the class with a grade of "W" if the last day to withdraw with a "W" has not occurred; (4) examine the extenuating circumstances and allow the student to continue in the class and make up the work. For students who fail to email the instructor and have never attended a class, the instructor will assign a "Never Attend" code in the student information system no later than ten calendar days after the first day of class. The student is financially responsible for tuition and fees resulting from the administrative withdrawal.

## Attendance (Online)

For all online courses, it is the student's responsibility to email the instructor during the first week of classes. The instructor will drop the student from the course if an e-mail is not received. Instructors will withdraw students from class when 90% attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. Each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once a week and access the web class at least once a week. No communication or no access *will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF"* based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

## Awards

An annual Student Awards Ceremony is held in the spring semester to recognize students who have distinguished themselves academically or by their contributions to the College. Deserving students receive certificates and/or awards to commemorate their accomplishments. Students are nominated by faculty or staff.

## Bookstore

The TCL Bookstore is located on the first floor in MacLean Hall, Building 12 on the Beaufort campus. The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The TCL Bookstore is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 4:30 pm. The bookstore conducts a book buy-back each semester. For more information, visit [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore) or call 843 525-8303.

## Bulletin Boards

Bulletin boards, located throughout the campus, college-related information is posted on. Students must have the permission of the Director of Public Relations to post fliers, handbills, posters, or similar materials on walls, doors, windows or bulletin boards.

## Grade Point Average (GPA), Calculating

Included in GPA computation are grades of "A, B, C, D, WF, and F." Other 'grades' do not generate credit hours or quality points. The table shows the computation of a GPA.

GPA: Total Number of Quality Points ÷ Credit Hours				
Course	Semester Hours Credit (SHC)	Grade	Quality Points per SHC	Total Quality Points Earned
ENG 101	3	B	3	9
SPA 101	4	A	4	16
ECO 211	3	C	2	6
CPT 170	3	D	1	3
TOTAL	13	-----	-----	34
GPA: Total Number of Quality Points ÷ Credit Hours    34 ÷ 13 = 2.62				

There are several types of GPAs:

- *Cumulative GPA* is a calculation of the average of all final course grades a student has earned at TCL. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.
- *Term GPA* is a calculation of the average of all final grades a student has earned in a specific term. It is used to determine Dean's List, Honors List, and President's List each term. It is also used along with term GPA to determine satisfactory academic progress.

*Note: When the same course is repeated, the most recent grade is used in the GPA calculation.*

## Career & Transfer Services

This office offers assistance to TCL students and alumni in obtaining information related to careers, employment and college transfer. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials is available to assist with career planning and job placement needs.

The Career & Transfer Service Office provides job opportunities and resume posting for employers to review through its partnerships with the Hilton Head Island and Bluffton Chambers of Commerce links at [www.lowcountryjobs.org](http://www.lowcountryjobs.org). Job postings are also placed on a students TCL email account for review. Career & Transfer fairs are held once a year to provide opportunity for employers and community residents to meet and explain employment needs and hiring criteria.

## Change of Program (Major)

A student who wishes to change curriculum programs (major), including a change within the same division, must complete and submit a Change of Major form. Students must meet with their current and new academic advisors to ascertain that admissions requirements for the new major have been met and to complete the form and submit to Student Records. Students receiving financial assistance or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the change of major. Upon completion of the change of major process, students will be admitted to the new program of study.

## Children on Campus

In order to promote an environment conducive to teaching and learning and to ensure that children are not left unattended or disrupt college classes or services, faculty, staff, and students, are not allowed to have children on the campus, unless the children are enrolled in a campus tour or class specifically for children. The College cannot assume the responsibility for supervision of children of faculty, staff or students. The Learning Resources Center (LRC) is open to the general public, including children under age 12 for reading and research when they are under the direct supervision of the parent or guardian.

## Class Rings

Class rings can be ordered through a campus representative. Dates and times will be posted at the Bookstore prior to sale dates.

## Closing of the College (Hazardous Weather)

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes. Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather. Tracking of any hazardous weather may also be found on the website at [www.tcl.edu](http://www.tcl.edu). With TCL's TextAlerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website.

## Clubs and Organizations

Student organizations at TCL include the Entrepreneur's Club, Gospel Choir, Nursing Organization, Radiological Technology Organization, Phi Theta Kappa, Writer's Club and the Student Government Association. For further information, contact the Director of Career and Student Activities at 843 525-8218.

- **Gospel Choir.** Open to faculty, staff, and students who have an interest and desire to sing gospel music.  
Telephone: 843-525-8218 or 843-525-8242
- **G.R.I.T.S. - Great Radiographers in the South.** G.R.I.T.S. is an organization for actively enrolled students in TCL's Radiologic Technology Program who wish to promote community involvement and recognition, and competent care for patients seeking medical diagnostic imaging examinations.  
Telephone: 843-470-8397 or 843-525-8218
- **Lambda Nu.** The national honor society for the radiologic and imaging sciences recognizes exemplary scholarship while promoting the profession through research and academic achievement. Students enrolled in the Radiologic Technology program must have a 3.5 GPA (4 pt scale) following four semesters. For information call 470-8397.
- **Phi Theta Kappa International Honor Society - Alpha Lambda Beta Chapter.** Phi Theta Kappa is the designated official honor society of the two-year colleges by the American Association of Community Colleges and has been since 1929. For further information Telephone: 843-525-8334 or 843-525-8218
- **SGA - Student Government Association.** Do you want to make a difference at TCL and in the community? If yes, we invite you to join the Student Government Association. Bring your great ideas and become an active member today!  
Telephone: 843-525-8218
- **S.I.S.T.A. - Sisters Inspired to Stimulate Teamwork & Academic Excellence.** A student organization that promotes sisterhood, well being, and success for minority women attending the Technical College of the Lowcountry.  
Telephone: 843-470-6040
- **SNA - Student Nurses Association.** Open to current student nurses and pre-nursing students enrolled in courses designed as preparation for entrance into the nursing program.  
Telephone: 843-525-8261 or 843-525-8218
- **TCL Future Entrepreneurs Club.** The TCL Entrepreneurship Club is open to any TCL student with an interest in owning or operating a small business. Members will share information and experiences related to conceiving, financing, opening and managing a small business. Outside speakers and field trips will provide practical information.  
Telephone: 843-525-8222 or 843-525-8218

## Computer Use on Campus

The College operates computer labs for academic use by its students. The hours of operation vary. Use of TCL computers for unauthorized activities will result in disciplinary action. Students must use only TCL software in the College's computer labs. Copies of personal software are not permitted. Student computer work stations are reserved for the purpose of providing access to computer programs or the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on CD-ROM, flash drives, or other such portable storage devices. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files.

## **Conduct**

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct located in this Student Handbook.

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five working days after the grade or evaluation was received. In addition, the student may ask the Department Dean and the Vice President for Academic Affairs to review the assigned grade and/or clinical evaluation. However, the decision of the Vice President for Academic Affairs regarding the appropriateness of the assigned grade and/or clinical evaluation is final.

## **Consumer Information**

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is available through student services. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974.

## **Copy Machines**

Copy machines are available for student use in the Library/Learning Resources Center. There is a fee for using the copy machines.

## **Copyright**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Learning Resources Center's LibGuide at <http://libguides.tcl.edu/copyright>

## **Course Exemptions**

Credit-by-Examination may substitute for course work. This gives students the opportunity to demonstrate mastery in the material covered in a TCL course. In some cases students submit written examinations covering the content of a course. In other cases, most demonstrate proficiency in the area they are seeking credit. Upon successful completion of exams, TCL will award college credit. A student may not seek Credit-by-Examination for a course that has been unsuccessfully completed, or only attempted. Students may also receive credit for courses by obtaining an acceptable score on College Level Examination Program (CLEP) tests. Further information regarding course exemption (advanced standing) may be found in the Academic Regulations section of this catalog or by contacting the Registrar.

## **Course Substitutions**

A student who wishes to fulfill program requirements by receiving credit for courses other than those listed in the student's program curriculum must receive the written approval of the Vice President for Academic Affairs using the Course Substitution form available from the Student Records Office.

## **Dress Code**

Students are encouraged to dress in a manner that represents the College in a positive fashion that does not disrupt the learning environment. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program's Division Dean, academic program guidelines, or in class syllabi. In order for TCL to fulfill its commitment to provide quality education, a healthy learning environment must be maintained. As such, we ask all students to respect the fact that when they are on campus, they are in a place of business. It is important that all students respect themselves, respect TCL, and generally seek to stand out in ways that are in keeping with their future goals. Students at TCL begin the process of moving into a professional life, and this process begins by choosing attire that meets standards of good taste.

TCL is a great place to learn, and part of what we want to do is ensure that everyone who earns an education here will also be ready for the workplace and present the best image as a competitive TCL graduate. To help with that, the College provides workshops and various activities throughout the academic year to share information about dressing for success - both as a college student and as a TCL graduate pursuing a new career.

## **Drug and Alcohol Policy**

See Part V - Pg. 170

## **Electronic Devices in the Classrooms**

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, and other electronic devices is not permitted in classrooms, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL.

On-call personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for



an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices, and then return to complete the test. Students who by necessity must take such messages will be required to make arrangements for re-testing.

## English Fluency Requirements of Faculty

### Purpose

English fluency of full and adjunct faculty is carefully screened during the hiring process to determine if they are proficient in the use of the English language. The College's procedure ensures that all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and that appropriate response is given to student complaints about an instructor's English fluency.

### Procedure

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises: a) Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline or b) conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.
- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

### Student Complaint

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises outlined in the procedure.
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient in the English language by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

### Fees

Tuition and fees are posted on the TCL website, flyers, bulletin boards throughout the campuses and in TCL publications available in the Student Records Office. The Cashier's Office receives the payment of fees. Fees are subject to change after posting.

### Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

### Food and Beverages in TCL Classrooms and Buildings

Eating and drinking are not permitted in MacLean Auditorium, the Learning Resources Center (LRC), classrooms, labs, lecture areas, or shops except as approved by the Vice President for Administrative Services.

### Grade Review

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a grade change form to the appropriate office for processing, and will provide a copy to the student. A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning student appeal and grievance process, see TCL Student Code, pages 166-173.)

### Health Services and First Aid

See Safety and Security/Sexual Assault Policy



## Honors Lists

### President's and Vice President's Lists (Academic Honors)

Technical College of the Lowcountry honors those students who have achieved high academic standards by naming them to the following honors lists:

**President's List:** Students who earn a minimum of 12 semester hours credit and have achieved an overall GPA of 4.0 will be named to the President's List for that term. Students earning a grade of "I" in any course in a term will not be eligible for the President's List for that term.

**Vice President's List:** Students who earn a minimum of 12 semester hours credit and have achieved an overall or cumulative GPA of 3.55 to 3.99 will be named to the Vice President's list for that term. Students earning a grade of "I" in any course in a term will not be eligible for the Vice President's List for that term.

**Honors List:** Part-time students who earn a minimum of six semester hours credit and have achieved a cumulative GPA of 3.5 or greater will be placed on the Honors List.

## Identification Cards (IDs) and Passwords

Students must acquire a student identification card and vehicle parking pass (available in Coleman Hall, Building 2 on the Beaufort Campus and the LRC at New River Campus), and BlackBoard ID from the Testing Center, Building 1, Beaufort Campus. In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information. WebAdvisor can be accessed online through [www.tcl.edu](http://www.tcl.edu).

## Independent Study

See the Academic Regulations section of this catalog.

## Library and Learning Resources Center

The Learning Resources Center (LRC), or Library, is located in Building 12, MacLean Hall on the Beaufort campus and at the New River campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of the service area. The LRC houses about 22,000 print volumes, 185 periodical subscriptions, 3000 audiovisual titles, and audiovisual equipment. The LRC employs modern information technologies to provide access to electronic resources, such as a variety of databases, online journals and periodicals, and over 60,000 e-books. Students working from remote locations or from New River, H.Mungin Center, or Whole Branch Early College High School, may contact the LRC directly to request shipment of materials. Students may also ask staff members at these locations to arrange for shipment of materials.

## Lost and Found

Report lost or found items to Security, located in Building 11 on the Beaufort Campus or to the Reception Desk at Hampton or New River campuses.

## Parking Regulations

Student parking is available throughout the campus in the unassigned parking areas that are striped with white lines. A student is required to have a current parking decal and must obey all parking regulations. The maximum speed for vehicles on campus is ten (10) miles per hour and all posted signs must be honored. Illegally parked vehicles and other vehicle violations will be issued a ticket and/or towed at the owner's expense. An appeal process is available by completion of an appeal form available from the cashier in the Business Office.

## Pedestrian Tunnel

Beaufort City ordinances require that all pedestrians crossing Ribaut Road in the vicinity of the College use the College's tunnel. Pedestrians crossing Ribaut Road at the College who do not use the tunnel are subject to fine. These ordinances are enforced to protect pedestrians from injury and so that the traffic flow is not impeded.

## Personal Check Policy

Any student presenting a check to the College that is returned by the bank will be charged a \$30 processing fee for each dishonored check. Presentation of fraudulent checks is a criminal act and will be considered a violation of the Student Code which could result in disciplinary action up to and including expulsion from the college. Students who pay with dishonored or fraudulent checks will be required to pay all fees and collection charges to the Beaufort County Magistrate Court. No personal checks will be accepted from students who have presented one dishonored check in the previous three years.

## Pets

No pets are allowed on campus. This does not include working dogs for the visually impaired.

## Physical Access to Buildings for Students with Disabilities

Services for students with disabilities are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests students with disabilities notify the Director of Retention and Federal Programs of any necessary accommodations at least 30 working days prior to the first day of class, if possible. For further information, contact 843 525-8219. The hearing impaired (TDD) number is 843 470-8387.

## Registration and Advisement

The College informs students of the date, time, and place to make appointments for advisement and registration through the semester's schedule flyer, website, classroom announcements, and the media. All students are expected to schedule an appointment with their academic advisors prior to the start of each semester to monitor program progress and plan for the subsequent semester. Students are advised and then required to use WebAdvisor to register for their classes. Registration is on a space-available basis, so early registration is recommended.

Students dropped from their classes due to failure to pay fees according to the published deadlines may be reinstated in their schedule during the Swap & Drop period (on a space available basis).

## Repeating Courses

When a TCL student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the most recent grade earned in that course will be used in the calculation of the student's GPA. Taking a course more than two times may have implications for students who receive financial assistance.

## Safety and Security/Sexual Assault Policy

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session or as activities dictate. Security may be contacted by cellular telephone at 843 525-8301 or, if no answer, at 843 986-6971. The City of Beaufort Police Department and county Sheriff Offices are also available for emergency response by dialing 911. During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Administrative Services at 843 525-8249. The Vice President for Administrative Services maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person who has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contains additional information on security and other emergency procedures. The Plan is available online at [www.tcl.edu](http://www.tcl.edu), at the Business Office and the Learning Resources Center (library) on the Beaufort campus.

- **Campus Security Report**

The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.

- **Security and Access to Facilities**

College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00 p.m., exit doors are secured in all buildings. Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 11:00 p.m.

- **Campus Law Enforcement**

College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Administrative Services, the Vice President for Student Affairs or the Office of the President, in that order. The Beaufort campus also employs an on-campus City of Beaufort police officer.

- **Accidents**

Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans. If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately. Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (claims must be filed within 90 days of the accident).

- **Reporting an Accident**

Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Administrative Services at 843-525-8249. Remember to dial 9 first to reach an outside line if dialing from campus.

- **Insurance Coverage**

Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in Health Sciences programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

## Scholarships

Many scholarships are available annually for qualifying TCL students through the TCL Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

## Smoking Policy

Smoking is not allowed in College buildings. Smoking is allowed in designated areas throughout campus. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

## Solicitation/Canvassing and Fund Raising on Campus

Recognizing that the Technical College of the Lowcountry is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules as promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution of information by College employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working.
3. Any person desiring to solicit for any purpose must submit a written request stating the purpose and method of the solicitation to the Vice President for Administrative Services. The request will either be denied or approved, based on established local guidelines for solicitation. If approved, the requesting party will be given directives in writing concerning the areas and manner in which they may conduct the solicitation. Failure to follow these directives will immediately revoke the prior approval.
4. No written announcement or distribution of information may be posted on College property without approval. The Vice President for Continuing Education and Institutional Advancement will deny or approve all such requests. Announcements or distribution of information without approval will be removed and destroyed.

## Student Records

The Student Records Office at TCL maintains the official permanent academic record for every TCL student. Any student who wishes to examine his or her file may do so in the Student Records Office. The Student Records Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974). However, directory information on a student may be released unless the student notifies this office in writing that such information is not to be released. The student is responsible for making sure the Student Records Office has his/her current address.

## Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules, on the College's website and other notices sent to students. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed. For information about student behavior responsibilities, please see the "Proscribed Conduct" section of the Student Code in the following pages.

## Student Services

The Student Services division at TCL offers a number of services and activities to supplement the College's academic programs. The Vice President for Student Affairs administers the activities of the division and coordinates the following services for students.

Admissions  
Campus Counselor  
Campus Life  
Career & Transfer Services  
Commencement Exercises  
Community Outreach  
Disability Services  
Discipline/Judicial Affairs  
Federal TRIO Programs  
Financial Aid

Military Services  
New Student Advisement/Transfer Information  
Orientation  
PILAU Program  
Placement Testing  
Registration  
Student Awards Ceremony  
Student Records  
Tutoring  
Veterans Affairs

## Student Suggestion Boxes

Student Suggestion Boxes are located in the office of the Cashier in Anderson Hall, Building 3, in Student Records in Coleman Hall, Building 2, and in the Learning Resources Center (LRC) in MacLean Hall, Building 12 on the Beaufort campus and in the Student Lounge on the New River campus. Students are encouraged to leave ideas and suggestions for the College which would make their time here most invigorating.

## Suspension/Expulsion for Disciplinary Reasons

TCL operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see Part II: Student Code). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

## Telephone (Student Emergency)

If a student needs to be located on campus for emergency reasons, the Registrar will take the name and phone number of the person calling and relay the information to the student. The Registrar provides this service only in emergency situations and may be reached at 843 525-8210.

## Transcripts

Students who wish to have official copies of their TCL transcripts must submit a written request for the transcript and pay all applicable fees. The student may use a TCL Transcript Request Form, available online or at the Student Records office. Please allow three working days to process the transcript request. More time may be required during peak business periods. Students may print unofficial transcripts using WebAdvisor. Transcripts will not be issued to students who owe funds to the College.

## Transfer of Credit

See the Academic Regulations section of this catalog.

## Transportation

Students attending TCL must make their own arrangements for transportation to and from the College.

Free Palmetto Breeze bus passes are available to TCL students based on financial need. Existing routes include stops in Beaufort, Bluffton, Hilton Head, Hampton, Allendale, Varnville and Yemassee. Passes are distributed on a first-come, first-serve basis. For details contact the Admissions Service Manager at 843 525-8229.

## Tutoring Services

The tutoring program is free and offers one-on-one and small group tutoring assistance for students. The Tutoring Center is equipped with computers, multimedia technology, textbooks, and academic resources and provides tutoring for general education classes and other college curricula. Qualified professional and peer tutors provide tutoring assistance in a variety of college curricula. Students should request assistance as soon as they feel they need additional help. The Tutoring Center has an open-door policy and offers academic guidance and support to all who need it. Hours of the Tutoring Center are posted each semester.

## Veterans Affairs

TCL is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see the Student Records/Assessment/Registration and/or Financial Aid sections of the catalog. The Veterans Affairs Office is located in Building 2.

**Web Resources for Students** - See LRC and the Technical College of the Lowcountry's website at [www.tcl.edu](http://www.tcl.edu)

## WebAdvisor

Students may use WebAdvisor to register for classes, change their addresses, pay their bills, view their grades and transcripts, and a variety of other functions. Faculty may use WebAdvisor to view their schedules, rosters, and to enter final grades, among other things. To access WebAdvisor, point your Internet browser to <http://webadvisor.tcl.edu>. WebAdvisor is available from any computer with an Internet connection, on or off campus. Initial logon and other instructions are available on the main WebAdvisor page. For additional assistance accessing and using WebAdvisor, contact the Help Desk at 843-525-8344.

## Withdrawal and Schedule Change (Swap & Drop), Student/Instructor Initiated

### • Section Swap (formally known as Add/Drop)

To switch sections of a course during the Section Swap period, a student must meet with their advisor to make the schedule change. The student is responsible for any tuition or fees associated with the schedule change. **Please note that only sections of the same course can be changed (i.e. ENG 101-01 for ENG 101-03).**

### • Drop

A student may drop a course by emailing the instructor using their my.tcl.edu email account (mail.live.com) during the drop period. The drop period is the first five days of a term and the first three days of a mini-term. The following refunds will be given:

- 100% Refund - Prior to the end of the drop period.
- 50% Refund - 8th-21st calendar day of the term.
- 0% Refund - After the 21st day of the term.

**\* Refunds for terms that vary in length from the semester term will be prorated in Proportion to the semester schedule. An administrative fee will be applicable to the student requested.**

If a student must withdraw from a class after the Schedule Change (Swap & Drop) period, the student must send an email to the instructor through their my.tcl.edu account. The student will receive a grade of "W", "WP", or "WF," depending on the student's grades. In most cases, a student must initiate his or her own withdrawal. The student is responsible for any tuition or fees associated with withdrawal.

### • Withdrawal, Instructor Initiated

If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "W," "WP," "WF," or "I" (Incomplete) examine the extenuating circumstances and allow the student to continue in the class and make up the work). "WF" grades are punitive, meaning no credit hours or grade points are earned.

### • Withdrawal, Student Initiated

A student may withdraw from a course by emailing the instructor with course information using their my.tcl.edu email account (mail.live.com). Students may not withdraw after the last day of class. The student will receive a grade of "W," "WP," or "WF," depending on the student's grades. The student is responsible for any tuition or fees associated with withdrawal.

## PART II: STUDENT CODE

### I General Provision & Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student will disrupt the educational process of the College.

However, When a student in violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College, whether or not their conduct violates the law.

If a student's behavior simultaneously violates both college regulations and law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual students.

### II Internal Problem Solutions

The College will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges.

A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges, and the sanctions will apply only at the college where the infraction occurred.

### III Definitions

When used in this document, unless the content requires other meaning:

	Term	Definition
A	College	Any college in the South Carolina Technical College System.
B	President	The Chief Executive Officer of the College.
C	Administrative Officer	Anyone designated at the College as being on the administrative staff such as President or Vice President.
D	Chief Student Services Officer	The chief student services person at the College or his or her designee. At the Technical College of the Lowcountry, that person is the Vice President for Student Affairs.
E	Chief Instructional Officer	The administrative officer at the College who has overall management responsibility for academic programs and services, or his/her designee. At the Technical College of the Lowcountry, that person is the Vice President for Academic Affairs.
F	Student	A person taking any course(s) offered by the College, either full-time or part-time; credit or non-credit.
G	Instructor	Any person employed by the College to conduct classes.
H	Staff	Any person employed by the College for reasons other than conducting classes.
I	SGA	Student Government Association of the College.
J	Campus	Any place where the College conducts, or sponsors, educational, public service, or research activities.
K	Violation of Law	A violation of law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.



	Term	Definition
L	Suspension	A temporary separation of the College and student under specified conditions.
M	Expulsion	A permanent separation of the College and student.

#### IV General Rights of Students

##### A. Non-discrimination

There shall be no discrimination in any respect by the College against a student or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

##### B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated reasonable and non-discriminatory rules and regulations regarding time, space, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no later than ten (10) working days prior to the desired event.

##### C. Freedom of the Press

In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

##### D. Protection against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

##### E. Student Representation in College Governance

Students should be represented in campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

##### F. Classroom Behavior

1. Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
2. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period.
3. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. The instructor may include the Vice President for Student Affairs, or his or her designee, in such a meeting.
4. A Further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Vice President for Student Affairs. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

##### G. Evaluation and Grading

1. Instructors will follow the announced standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

##### H. Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

##### I. Records

1. General: The Admissions/Student Records Office will maintains and safeguards student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories.
  - a. Academic
  - b. Medical, psychiatric counseling
  - c. Placement
  - d. Financial assistance
  - e. Disciplinary
  - f. Financial aid
  - g. Veterans affairs
2. Disciplinary Records
 

Records of disciplinary action shall be maintained in the office of the Vice President of Student Services. No record of disciplinary action shall be entered or made on the student's academic records.



### 3. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Vice President of Student Affairs may authorize release of directory information as defined by the College under privacy legislation.
- e. If the inquirer has a court order, the Vice President for Student Affairs, or someone designated by that official, will release information from the student's file.

### 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## V Student Government and Student Organizations

### A. Student Government Association

The College Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

### B. Student Organizations

1. An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.
2. The formation of organizations strictly as social clubs should be discouraged.
3. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person from the College's faculty or staff must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

## VI Proscribed Conduct

### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section VII, D, 3, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

### B. Abuse of the Privilege of Freedom of Speech or Assembly

1. No student, acting alone or with others, shall obstruct or disrupt any teaching, administration, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College.
2. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.
3. In the event of illegal or disruptive activity on a college campus, the Vice President for Student Affairs or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus.
4. The Vice President of Student Affairs or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus.

According to South Carolina law, "it shall be unlawful for any person willfully or unnecessarily:

- a. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state,
- b. to enter upon any such school or school premises,
- c. to loiter around the premises, except on business, without the permission of the principal or president in charge, or,
- d. to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

### C. Academic Dishonesty Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section VII.B.

#### 1. "Cheating on tests" is defined to include the following.

- a. Copying from another student's test.
- b. Using materials during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an un-administered test.
- e. Bribing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.
- g. Cooperating or aiding in any of the above.

#### 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (from

Defining and Avoiding Plagiarism: The WPA Statement on Best Practices). Plagiarism is as serious an offense as stealing. It involves taking the ideas and/or words of another and using them as your own. Some plagiarism may be accidental, but most is usually deliberate. Plagiarism is dishonest, illegal, and does not show your own work or ideas. It is against the TCL Academic Dishonesty Misconduct policy.

Other people's words and ideas are incorporated into college courses and texts. Therefore, it is important to give credit to others for their work. When another's ideas or words are used without proper acknowledgement, it can lead to a charge of plagiarism. This includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

3. "Collusion" is defined as assisting another person in an act of academic misconduct.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- D. "Falsification of information, and other unlawful acts, with intent to deceive" is defined to include, but is not limited to, the following.
  1. Forgery, alteration, or misuse of college documents, records or identification cards.
  2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. "Infringement of rights of others" is defined to include, but is not limited to, the following.
  1. Physical or verbal abuse inflicted on another person.
  2. Severe emotional distress inflicted upon another person.
  3. Theft, destruction, damage, or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
    - a. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.
  4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.
- F. Other unlawful acts which call for discipline include, but are not limited to.
  1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the College after closing hours.
  3. Unauthorized presence in any college facility after closing hours.
  4. Unauthorized possession or use of a key to any college facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
  6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
  7. Possession, use or distribution on campus of any beverage containing alcohol.
  8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
  9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
  10. Engaging in any activity which disrupts the educational process of the College, interferes with the rights of others, or adversely interferes with other normal functions and services.

## VII Rules of Student Disciplinary Procedure and Sanctions

- A. Administrative Suspension
  1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension.  
If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the College until a resolution of the matter can be made.
  2. The administrative officer invoking such administrative suspension shall notify the Vice President for Student Affairs in writing of the individuals involved and the nature of the infraction before 5:00 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within two working days after identification has been determined.

## B. Student Misconduct

### 1. Academic

- a. An instructor, who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct, must meet with the student to discuss this matter. The instructor may advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to meet with instructor, the academic Dean, and the Vice President for Student Affairs, or his/her designee, to refute the allegation.
- b. If the instructor, after meeting and consulting with the student, the academic Dean, and the Vice President for Student Affairs or his/her designee, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions.
  - i. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - ii. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
  - iii. Assign a failing grade for the course.
  - iv. Require the student to withdraw from the course.
  - v. If any of the above sometimes result in a complete academic withdrawal, the student is subject to all regulations and requirements for returning financial aid funds as defined under federal Title IV regulations.
- c. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Vice President for Student Affairs and the Vice President for Academic Affairs.
- d. The Vice President for Student Affairs, or designee, will send a certified letter to the student's last known address, summarizing the incident, the instructor's finding, the terms of the imposed sanctions, informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Vice President for Student Affairs, and instructions governing the appeal process.

### 2. Non-Academic

- a. A charge involving a student infraction must be filed in writing at the office of the Vice President for Student Affairs within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
- b. Within five working days after the charge is filed, the Vice President for Student Affairs shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student.
- c. After discussing the alleged infraction with the student, the Vice President for Student Affairs may act as follows.
  - i. Drop the charges.
  - ii. Impose a sanction consistent with those shown in Section VII, D, 3, c, Student Appeals Committee. The Vice President for Student Affairs may impose one of the following academic sanctions.
    - A written reprimand.
    - An obligation to make restitution or reimbursement.
    - A suspension or termination of particular student privileges.
    - Disciplinary probation.
    - Suspension from the College.
    - Expulsion from the College.
    - Any combination of the above.

### 3. Refer the student to a college office or community agency for services.

- a. The decision of the Vice President for Student Affairs shall be presented to the student in writing within five working days following the meeting with the students.
- b. In instances where the student cannot be reached to schedule an appointment with the Vice President for Student Affairs, or where the student refuses to cooperate, the Vice President for Student Affairs shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President for Student Affairs' decision, and instructions governing the appeal process.

## C. Student Appeals

A student who disagrees with the decision of an instructor or the Vice President for Student Affairs may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the Vice President for Student Affairs' letter, unless a request is made and approved for an extension of time. The Vice President for Student Affairs shall refer the matter to the Student Appeals Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

## D. Procedures for Hearings Before the Student Appeals Committee

1. Each college shall have a Student Appeals Committee (hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of an instructor or the Vice President for Student Affairs. The hearing shall be held within fifteen (15) working days after the student has officially appealed the decision of the Vice President for Student Affairs.
2. Membership of the Committee shall be composed of the following.

- a. Three faculty members appointed by the Vice President for Academic Affairs and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Affairs staff appointed by the Vice President for Student Affairs and approved by the President.
  - d. The Vice President for Student Affairs serves as an ex-officio, non-voting member of the Committee.
  - e. The chair shall be appointed by the President from among the membership of the Committee.
3. Functions of the Committee are described as follows.
- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b. To hand down a decision based only on evidence introduced at the hearing.
  - c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions.
    - i. Academic Misconduct
      - Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      - Require the student to repeat the paper, project, assignment or examination involved in the act of misconduct.
      - Assign a failing grade for the course.
      - Require the student to withdraw from the course.
    - ii. Student Misconduct
      - A written reprimand.
      - An obligation to make restitution or reimbursement
      - A suspension or termination of particular student privileges.
      - Disciplinary probation.
      - Suspension from the College.
      - Expulsion from the College.
      - Any combination of the above.
- \*If any of the above sometimes result in a complete academic withdrawal, the student is subject to all regulations and requirements for returning financial aid funds as defined under federal Title IV regulations.

**E. Procedural Duties of the Chief Student Services Officer**

At least seven working days prior to the date set for hearing before the Committee, the Vice President for Student Affairs shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- 1. a restatement of the charge or charges.
- 2. the time and place of the hearing.
- 3. a list of witnesses who might be called to testify
- 4. the names of Committee members.
- 5. a statement of the student's basic procedural rights.

These rights follow.

- a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
- b. The right to produce witnesses on one's behalf.
- c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
- d. The right to present evidence. The Committee may determine as to what evidence is admissible.
- e. The right to know the identity of the person(s) bringing the charge(s).
- f. The right to hear witnesses on behalf of the person bringing the charges.
- g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
- i. On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period, if the Vice President of Student Affairs concurs with this change.

**F. The Conduct of the Committee Hearings**

- 1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following.
  - a. The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
  - b. Counsels of the accused, the grievant and the College.
  - c. A person mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d. Witnesses who shall:
    - i. Give testimony singularly and in the absence of other witnesses.
    - ii. Leave the committee meeting room immediately upon completion of the testimony.
- 2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
  4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
  5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Vice President for Student Affairs. The student may listen to the tape of his/her hearing under the supervision of the Vice President of Student Affairs or designee. The student is not entitled to a copy of tape or a written transcript of the hearing.
  6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonoccurrence with the original finding and to impose sanctions, if applicable.
  7. Decisions of the Committee shall be made by majority vote.
  8. Within two working days after the decision of the Committee, the Vice President for Student Affairs shall send a certified letter to the student's last known address providing the student with the committee's decision.
- G. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. receive from the student an appeal of the Committee's decision.
  2. review the findings of the proceedings of the Committee.
  3. hear from the student, Vice President for Student Affairs, and the members of the Committee before ruling on an appeal.
  4. approve, modify, or overturn the decision of the Committee.
  5. inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

## **Student Grievance Procedure for the South Carolina Technical College System**

### **I. Purpose**

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Vice President of Student Affairs. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Affairs will replace the first step of the grievance procedure. The Vice President of Student Affairs will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

### **II. Definitions**

When used in this document, unless the content requires other meaning,

- A. College - any college in the South Carolina Technical Education System.
- B. President - the chief executive officer of the College.
- C. Administrative Officer - anyone designated at the College as being on the administrative staff such as President, Vice President, Vice President for Student Affairs or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. Vice President of Student Affairs - the chief student services person at the College or his or her designee.
- E. Chief Instructional Officer - the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. Student - a person taking any course(s) offered by the College either full-time or part-time.
- G. Instructor - any person employed by the College to conduct classes.
- H. Staff - any employee of the College who was employed by the College for reasons other than conducting classes.
- I. Campus - any place where the College conducts or sponsors educational, public service, or research activities.

### **III. Procedures**

#### **A. First Step**

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 instructional weekdays of the incident which generated the complaint.

#### **B. Second Step**

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Chief Student Services Officer. The Vice President of Student Affairs will explain the grievance process to the student. The completed grievance form must be presented to the Vice President of Student Affairs within 10 instructional week days after satisfying the first step in the grievance process. The Vice President of Student Affairs shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the grievance form from the student. The Vice President of Student Affairs will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the



student within 10 instructional weekdays of receipt of the grievance form from the Chief Student Services Officer. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.

### **C. Third Step**

If the written statement of the supervisor does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within 5 instructional week days after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Vice President of Student Affairs shall notify immediately the President who shall ensure that the Committee is organized in a manner consistent with Section IV, A of this procedure. The Vice President of Student Affairs or designee will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student grievance Committee's meeting(s) shall be conducted between five and 15 instructional weekdays following the date of the request. A postponement, if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

### **D. Fourth Step**

If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within 10 Instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 instructional weekdays of receipt of the appeal. The President's decision is final.

## **IV. The Student Grievance Committee**

### **A. The Student Grievance Committee shall be composed of the following:**

1. Three students recommended by the governing body of the student body.
2. Two faculty members recommended by the Chief Instructional Officer.
3. One Student Services staff member recommended by the Chief Student Services Officer.
4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. The President must approve all recommended members.

### **B. Purpose and Function of Grievance Committee**

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

### **C. Rights of the Parties Involved in a Grievance**

When a Grievance Committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - a. a brief description of the complaint, including the name of the person filing the complaint;
  - b. the date, time and location of the meeting; and
  - c. the name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
3. Appear in person and present information on his or her behalf, and present additional evidence to the Committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor shall not address the Committee nor ask any witness a question.

Payment of legal fees is the student's responsibility.

## **PART III: DISTANCE LEARNING SERVICES**

### **Broadcast Campus to Campus Video Conference Courses**

Broadcast Campus to Campus Video Conference Courses involve courses that are time and place sensitive just like traditional courses, but use technology to join groups of students at different locations with their instructor. These are courses delivered by two-way video, requiring students' presence in specially equipped classrooms during instruction. Both students and instructor can see one another on video monitors and talk to one another through in-room microphones.

### **Online Courses**

Online courses are delivered by the internet and are available to students using personal computers or computers in one of the College's computing facilities. Students may generally access their online courses at any time convenient to them within guidelines set forth in the course syllabus for the semester. Students enrolling in online courses are expected to initiate the instruction process and may find instructions for accessing TCL online courses on the TCL website. An e-mail is required from each student to the instructor within the first week of the course. The instructor will drop the student from the course if the e-mail is not received.



All students enrolling in distance learning courses must be highly motivated independent learners who will contact their instructor in advance of class about any required meetings at specific times and requirements for proctored testing where regular on-campus meetings are not scheduled.

### **Is an Online Course Right For You?**

Students often wonder if an online course is right for them. Please consider the following items when deciding if this is the right instructional format for you.

1. Online courses definitely require strong student motivation and very strong student discipline.
2. Research shows that active learners are most successful.
3. Students who are good readers and writers will perform better in online courses. Three different reading skills are required. First, students must be good readers--the amount of reading is often doubled in web courses since students must read a text and online material. Second, students must be self-starting readers. All assignments, due-dates, and instructions are available on the web, but students must seek them out. Third, students must be good detail readers and proofreaders. The slightest spelling or syntax error can mean hours of frustration. Failure to read and follow directions can seriously harm student performance. Students may also have bad habits contributing to superficial reading such as "hitting" a page, or "checking it out." Course web pages contain too much information for this—students must go to the page, stop, and read the page with understanding.
4. Online courses tend to require more hours per week than regularly scheduled classes. Faculty can point out that students save some time by eliminating driving, parking, and getting a baby-sitter. But, the time to organize their study, to complete assignments, and to review for exams adds up to a significant commitment.
5. Online courses are not self-paced. It is not possible to enroll at any time, take tests at anytime, etc. Some courses require students to come to the testing center on Beaufort Campus for exams. There is flexibility, but all online courses require some scheduled events. It is the student's responsibility to meet these due dates for each course.
6. Students who have a year or more of effective use of the Internet perform better in online courses.

### **Career and Transfer Services**

This office offers assistance to TCL students and alumni in obtaining information related to careers and employment. The office maintains a file of companies and job openings. Job openings are posted in the office and at various campus locations. The office provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as DVDs, books, career files, handouts on career fields, and other related materials is available to assist with career planning and job placement needs. Students interested in the College Work-Study program may apply online at [www.cwww.tgslc.org/tcl/genlogin.asp](http://www.cwww.tgslc.org/tcl/genlogin.asp).

Workshops and seminars are available through the Career and Transfer Services office for local high schools and community organizations. Presentations may be designed to meet the needs of the individual or group. In addition, career workshops are sponsored each semester to provide the opportunity for employers and community residents to meet and explore employment needs and hiring criteria.

### **Online Attendance Procedure**

For all online courses, it is the student's responsibility to email the instructor during the first week of classes. The instructor will drop the student from the course if the e-mail is not received. Instructors will withdraw students from class when 90 percent attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. Each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once each week and access the web class at least once each week. No communication or no access will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of the last log-in. Students are responsible for any financial matters associated with an administrative withdrawal.

### **Orientation to Distance Learning Courses**

- Broadcast Campus-to-Campus Courses - While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors.
- Online or Mixed Mode Courses - Students enrolling in their first online or mixed mode course are strongly encouraged to access an orientation to online learning from the College's website or during the priority registration period. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the TCL website provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

### **Registration**

At the present time, Technical College of the Lowcountry will provide Distance Learning students with:

- Advisor registration
- WebAdvisor registration

Students must make payments directly to the Technical College of the Lowcountry Cashier's Office.

### Services for Distance Learning Students

- Academic Advising and Scheduling – The College provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs. The Technical College of the Lowcountry will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. TCL will provide advising services and assistance with scheduling by appointment or by telephone.
- Admission - Students may apply for Distance Learning courses through TCL. Application forms are available by mail or the College's web site.
- Assessment -When placement in a Distance Learning course requires assessment, the Division which awards credit for the course establishes the mandatory placement score. TCL will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students. If the student has already taken the COMPASS assessment test at another South Carolina technical college, TCL will use those assessment test scores, provided those scores are generated within one year of enrollment. A student must request in writing or by fax that scores be sent from one college to another.

### Student Activities

Students enrolled in Distance Learning courses are encouraged to participate in student activities, including Student Government Association (SGA) and College publications.

### Student Behavior

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See Part II: Student Code). Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The Student Code and Grievance Procedure for South Carolina Technical Colleges, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

*Note: The instructor of a Distance Learning course, even if primarily or solely an employee of the originating college, is empowered to correct or terminate classroom disruptions. Only the Chief Student Services of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.*

### Student Complaints

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Affairs, who then requests that the appropriate College official respond to the student's complaint. (See Part II: Student Code).

### Student Financial Aid

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by TCL. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the College which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from one institution.

### Student Records

When the Technical College of the Lowcountry awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, notifying students of their grades, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses.

## PART IV: ESSENTIALS FOR SUCCESS

The Technical College of the Lowcountry has numerous resources to help facilitate and substantiate student success. Students are encouraged to take the initiative and apply themselves to be responsible for that success. If a student finds that he or she is having difficulty it is recommended that the student be proactive and seek the help that is needed from professors, financial aid, Student Records, admissions and all other available college resources. At the onset of a potential barrier the student should seek help to ensure a successful college experience. (See page 154 for a list of resources).

### Where Can I Go for Help?

- Admissions
- Campus Counselor
- Career Counseling/Job Placement
- Disability Services
- Financial Aid
- Learning Resources Center (Library)
- Student Records
- Student Activities

## How Do I schedule my classes?

### First Semester at TCL –

All students will register for classes after meeting with their academic program advisors. Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students) or to as a part-time student. Because most TCL programs are offered day or evening, the student also needs to decide what time of day to attend classes. Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot.

### Reading the Semester Schedule Flyer –

Every semester the College publishes a schedule of classes that will be offered the next semester. The classes are listed by academic division and by content (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which courses to take, a student should consult the TCL Catalog under the program heading in which he or she is enrolled. “Credit” has several meanings for the student. First, it is used to figure the cost of tuition. TCL presently charges a per-credit hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Schedule of Classes for the term in which you plan to take classes. The second meaning of “credit” is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should look over the published schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student’s responsibility to take charge of his or her education and to ask questions.

### “Dropping” and “Withdrawing” From a Class

“DROPPING” a class.

When you drop a class, it will not show up on your official transcript. Before classes start, you may “drop” a class on your own, using WebAdvisor. Once classes start, you may still “drop” a class by contacting your academic advisor during the Swap & Drop period, which is usually during the first few days of the semester. You must send the email by using your my.tcl.edu email account (mail.live.com). The main thing is to pay close attention to the deadlines that are published online and in the schedule, because if you wait too long to “drop” a course you may be charged for it. (“Dropping” after the section swap period is called “withdrawing” and it affects the amount of the refund.

“WITHDRAWING” from a class.

You can withdraw from a class even after the Swap & Drop deadline has passed. There are a couple of big differences though. For one, you won’t receive all of your money back. After those first few days of classes, your refund amount drops to half of your tuition, and then a little later it even drops to zero. You may withdraw from your classes at any time prior to the first day of the final exam period, but you still have to send an email to your instructor using your my/tcl.edu email account (mail.live.com).

Another big difference has to do with your official transcript. If you withdraw after the deadline dates and prior to the exam period, you will receive one of the following grades, which will show on your official transcript:

- Grade of “W” which stands for “Withdrawal.”
- Grade of “WP” which stands for “Withdrawal Passing.” You will receive this grade if you were passing the course at the time of withdrawal.
- Grade of “WF” which stands for “Withdrawal Failing.” You will receive this grade if you were failing the course on the last date that you attended class. A grade of “WF” will be computed in your grade point average just as though you had received a grade of “F.”

#### Withdrawal, Instructor Initiated

If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of “W”, “WP”, “WF”, or examine the extenuating circumstances and allow the student to continue in the class and make up the work. Students are responsible for any financial matters associated with an instructor-initiated withdrawal.

Whatever grade you receive will be recorded on the final grade roster, and on your academic record.

“WITHDRAWING” from the college. ..

Withdrawing from the college completely is an entirely different thing. If something changes in your life and you plan to withdraw from the college, you must meet with your advisor to settle all financial obligations to the college. You will need to follow the steps mentioned above to withdraw from every single one of your classes. Don’t miss one.

### Is It True That I Have More Freedom in College?

In college there are no bells or announcements to tell you that class is over, but there are still rules you must obey. TCL parking regulations, restrictions on smoking in buildings, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At TCL there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College will not hesitate to call in the Police Department if there is a violation with which TCL security officers require assistance. If, on the other hand, you need a battery jump-started, a locked car opened, or an escort to your car after evening classes, TCL’s security officers stand ready to assist in getting help. TCL expects you to be independent and serious in your efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

### **Is There Anything Else That Would Be Helpful For Me to Know as a Student?**

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays for you to start your college career slowly.

You should get used to the time required for college studying and writing assignments by doing well your first semester and adding more classes after that initial success. Ask for help and be assertive.

You should read this TCL Catalog and Student Handbook to be familiar with your new environment and, when questions arise, act quickly to seek help. Many students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at TCL and we stand ready to help you SUCCEED.

### **PART V: DRUG AND ALCOHOL POLICY**

The Technical College of the Lowcountry recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs. All locations will also implement drug-free awareness programs for employees and students.

Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees. Not only can they be dangerous, they are forbidden and should remain off school grounds.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services are encouraged.

# NOTES

# NOTES



# NOTES

# Appendix

## Appendix I

### Area Commission for the Technical College of the Lowcountry

General Arthur E. Brown, Jr., (U.S. Army Ret.)  
Chairman, Beaufort County

Dr. William Small, Jr.  
Vice Chairman, Hampton County

Mrs. Patricia Green  
Secretary/Treasurer, Beaufort County

Mr. Bill Bootle  
Beaufort County

Ms. Sheree Darien  
Jasper County

Mr. David Smalls  
Colleton County

Ms. Heather Winch  
Beaufort County

### State Board for Technical and Comprehensive Education

Mr. Montez C. Martin, Jr., Chair  
Member At-Large

Ms. Gwendolyn A. Bright  
Member At-Large

Mr. Dan P. Gray  
First Congressional District

Mr. W.M. Brantley Harvey, Jr.  
Second Congressional District

Mr. Bettis Rainsford  
Third Congressional District

Ms. Tammy C. Devine  
Fourth Congressional District

Mr. Ralph A. Odom, Jr.  
Fifth Congressional District

Mr. Joe W. Pearce, Jr.  
Sixth Congressional District

Mr. Bruce Herbert Ellis  
Member At-Large

Mr. Guerry E. Green  
Member At-Large

Dr. Mick Zais  
SC Superintendent of Education Ex-Officio Member

Mr. Robert M. Hitt, III  
SC Secretary of Commerce Ex-Officio Member

Dr. Darrel Staat  
President, State Technical College System

### The Legislative Delegation for the Technical College of the Lowcountry

The Honorable Lawrence K. Grooms  
Senator – District 37

The Honorable John W. Matthews, Jr.  
Senator – District 39

The Honorable Clementa C. Pinckney  
Senator – District 45

The Honorable Thomas C. Davis  
Senator – District 46

The Honorable Robert L. Brown  
Representative - District 116

The Honorable William G. Herbkersman  
Representative – District 118

The Honorable William K. Bowers  
Representative – District 120

The Honorable Kenneth F. Hodges  
Representative – District 121

The Honorable Curtis Brantley  
Representative – District 122

The Honorable Andrew Patrick, Jr.  
Representative – District 123

The Honorable Shannon Erickson  
Representative – District 124

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